

Middleburg High School Style Sheet Summary for Research Writing

Introduction

When a student uses information from some source other than his/her own brain to write a paper or complete a project, that information must be documented; the student must list where the information was found. That listing is called citing. The information that must be cited by a student can include pictures, logos, images, song lyrics, movie stills, direct quotes, indirect quotes and titles of books, movies, television shows or recordings.

A style sheet is a document that lists how a school wants those pieces of information to appear in the student's paper. Each information source is called a citation. Each citation has two aspects:

1. Right after the information is used in the text, put a parenthesis and insert the author's last name and page number, then close parenthesis.
2. At the conclusion of the paper or report, put an alphabetical list by author's last name of every single source cited in the paper. This list of citations is called Works Cited.

Style Sheet Summary for citing a source within the body of the paper:

In the body of the paper, information from a source is either a direct quote or an indirect quote.

A **direct quote** is when the writer uses the source information word for word. If the quote is short, it appears in the paper like this:

The first gambling Web site appeared in 1995, and "online gambling has since become a most lucrative Internet business" (Will 92).

Or

George Will reported that in 2002 "online gambling has since become a most lucrative Internet business" (92).

If the direct quote is longer than three lines, it is indented in the paragraph and appears in the paper like this:

Gambling on the Internet is a big business that includes many revenue sources:

Forty-four states have lotteries, 29 have casinos, and most of these states are to varying degrees dependent on--you might say addicted to--revenues from wagering. And since the first Internet gambling site was created in 1995, competition for gamblers' dollars has become intense. The Oct. 28 issue of *Newsweek* reported that 2 million gamblers patronize 1,800 virtual casinos every week. With \$3.5 billion being lost on Internet wagers this year, gambling has passed pornography as the Web's most lucrative business. (Will, 92)

An **indirect quote** is when a writer summarizes or paraphrases the source information. It appears in the paper like this:

The first gambling Web site appeared in 1995 and within the seven years, Internet gambling sites generated more revenue than any other online business (Will 92).

Or

George Will reported the first gambling Web site appeared in 1995 and within the seven years, Internet gambling sites generated more revenue than any other online business (92).

The **Works Cited** listing for the citation will look like this regardless of whether or not the quote was direct or indirect:

Will, George F. "Electronic Morphine." *Newsweek* 25 Nov. 2002: 92.

Style Sheet Summary for Works Cited pages:

BOOK Author. Title of Book. City of Publication: Publisher, Year.

* Take the title from the title page, not the cover.

* The author's name should be written Last Name, First Name.

One Author

Brinkley, Alan. *The Unfinished Nation*. New York: Knopf, 1993.

Editor or Compiler

* If the person named on the title page is the editor or compiler, rather than the author, add a comma then the abbreviation "ed." or "comp."

Carpenter, Allan, comp. *Facts About the Cities*. New York: Wilson, 1992.

Kreider, Jan F., ed. *Handbook of Heating, Ventilation, and Air Conditioning*. Boca Raton: CRC, 1993.

Two or More Authors

* List the names in the order they appear on the title page.

* Only the first author's name should be reversed: Last Name, First Name.

* Use a comma between the authors' names. Place a period after the last author's name.

Rowe, Richard, and Larry Jeffus. *The Essential Welder: Gas Metal Arc Welding Classroom Manual*. Albany: Delmar, 2000.

* If there are more than three authors, name only the first and add et al., or give all the names.

Randall, John E., Gerald R. Allen, and Roger C. Steene. Fishes of the Great Barrier Reef and Coral Sea. Honolulu: U of Hawaii P, 1997.

* If the persons named on the title page are editors or compilers, add a comma after the final name, then the abbreviation "eds." or "comps."

Clute, John, and Peter Nicholls, eds. The Encyclopedia of Science Fiction. New York: St. Martin's, 1993.

Two or More Works by the Same Authors

When citing two or more sources by the same author, give the name in the first entry only. For the next entries, type three hyphens, add a period, and skip a space (---.) then give the title. The three hyphens stand for the name(s) in the preceding entry.

Scott, Susan. Exploring Hanauma Bay. Honolulu: U of Hawaii P, 1993.

---. Plants and Animals of Hawaii. Honolulu: Bess Press, 1991.

Government Agency as Author

* Give the name of the government first, then the name of the agency.

Hawaii. Office of the Auditor. Follow-up Audit of the Child Protective Services System. Honolulu: State of Hawaii, 2003.

ESSAY, POEM, or SHORT STORY in an ANTHOLOGY

Author of Story. "Title of Story." Title of Book. Name of Editor. Edition (if given).

City of Publication: Publisher, Year. Page numbers.

Purcell, Arthur H. "Better Waste Management Strategies Are Needed to Avert a Garbage Crisis."

Garbage and Recycling: Opposing Viewpoints. Ed. Helen Cothran. San Diego: Greenhaven, 2003. 20-27.

ENCYCLOPEDIAS and REFERENCE BOOK

Author of Article (if given). "Article Title." Title of Book. City of Publication: Publisher, Year.

* When citing familiar reference books, especially those that often appear in new editions, full publication information is not necessary.

* Give the edition (if available) and the year of publication.

* If articles are arranged alphabetically, volume and page numbers are not necessary.

Lesko, Leonard H. "Pyramids." The World Book Encyclopedia. 2001.

* When citing less familiar reference books, give full publication information. Give the number of volumes for multi-volume sets.

Fagan, Jeffrey. "Gangs and Drugs." Encyclopedia of Drugs, Alcohol and Addictive Behavior. Ed. Rosalyn Carson DeWitt. 2nd ed. 4 vols. New York: Macmillan, 2001.

No Author Given

* If no author's name is given, begin with the title of the article.

"Gangs and Drugs." Encyclopedia of Drugs, Alcohol and Addictive Behavior. Ed. Rosalyn Carson DeWitt. 2nd ed. 4 vols. New York: Macmillan, 2001.

MAGAZINE ARTICLE Author. "Title of Article." Title of Magazine Date: Page(s).

* Abbreviate the months (except May, June, July). Give complete dates for magazines issued every week or every two weeks, written in this order: Day Month Year, e.g., 15 January 2000

* If the article is on consecutive pages, specify the page numbers of the entire article, e.g. 16-20. Give just the last two digits of the second number, when possible, e.g. 188-89, but 196-200

* If the article is not on consecutive pages — if, for example, it begins on page 27, then skips to page 30, and continues on page 32 — write only the first page number, followed by a plus sign: 27+.

* Do not give volume and issue numbers for magazine articles.

Dominus, Susan. "Why Pretty Isn't Pretty Enough Anymore." Glamour. Jan. 2004: 136+.

Talcott, Richard. "Great Comets." Astronomy. May 2004: 36-41.

No Author Given If no author's name is given, begin with the title of the article.

"Qantas Looks to Airbus for Long-Range Aircraft." Aviation Week-Space Technology/ 5 Apr. 2004: 22.

NEWSPAPER ARTICLES Author. "Title of Article." Name of Newspaper Date, edition: Page(s).

* Take the name of the newspaper from the masthead, but omit any introductory article: Honolulu Advertiser, not The Honolulu Advertiser.

* If the city of publication is not part of the newspaper's name, add it in square brackets: News and Observer [Raleigh, NC]

* Specify the edition of the newspaper, if one is given on the masthead.

* If the article is not on consecutive pages, use the first page number and a plus sign: B1+.

Daranciang, Nelson. "Horror Web Site Debated." Honolulu Star-Bulletin. 8 Apr. 2004, night final ed.: A3.

WEB SITE Complete publication information may not be available for a Web site; provide what is given.

Entire Internet Site: Scholarly Project or Professional Site

Title of the Site. Editor. Date and/or Version Number. Name of Sponsoring Institution.

Date of Access <URL>.

Encyclopedia Mythica. 2004. Accessed on 13 May 2004. <http://www.pantheon.org>.

Document from a Web Site

Author. "Title of Web Page." Title of the Site. Editor. Date and/or Version Number.

Name of Sponsoring Institution. Date of Access <URL>

Sherman, Chris. "Everything You Ever Wanted to Know About URL." SearchEngineWatch. Ed. Danny Sullivan. 24 Aug. 2004. Accessed on 4 Sept. 2004.

<http://searchenginewatch.com/searchday/article.php/3398511>.

ARTICLES IN ONLINE PERIODICAL

Author. "Title of Article." Title of Publication Date: Page(s) or Section(s), if numbered., date of access, URL.

Gima, Craig. "Whale's Body Found Near Hanalei Bay." Honolulu Star-Bulletin.com 6 July 2004.

Accessed on 4 Sept. 2004. <http://starbulletin.com/2004/07/06/news/story1.html>.

Gundy, Jess. "The Complexities of Use of Force." Law and Order Dec 2003. Accessed on 13 May 2004.

<http://www.hendonpub.com/LawMag/catalog.cfm>.

INTERVIEW

Interview Conducted by the Researcher

Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.

Nakamura, Michael. Personal interview. 23 July 2004.

Broadcast Interview

* Add information for the television or radio broadcast.

Clinton, Bill. Interview with Larry King. Larry King Live. CNN. 24 June 2004.

VISUAL or AURAL MEDIA SOURCE

Print Advertisement Name of product. Advertisement. Name of publication. Date of publication. Issue no..

Lufthansa. Advertisement. Time 20 Nov. 2000: 151.

Television Program "Title of Episode or Segment." Title of Program or Series. Credit (Performer, writer, etc). Name of Network. Call Letters (if any), City of Local Station (if any). Broadcast Date.

"Daddy Knows Best." Cold Case Files. Narr. Bill Kurtis. A & E. 6 Sept. 2004.

"Why the Towers Fell." Nova. PBS. KHET, Honolulu. 7 Sept. 2004.

Sound Recording Musician(s). title of recording. Recording Company. Date of release.

U2. All That You Can't Leave Behind. Interscope, 2000.

Film Title of film. Director. Performers (usually top half dozen). Corporation releasing film. Year released.

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

Television Commercial Product. Commercial. Network. Date viewed.

Staples. Advertisement. CBS. 3 Dec. 2000.

Videorecording Title. Director, Producer, and/or Writer. Medium. Distributor, Year.

Monet: Legacy of Light. Writ., dir, and prod. Michael Gill. Videocassette. Home Vision, 1989.

Style Sheet Summary Sources

MHS uses the Modern Language Association (MLA) style for identifying research sources. In MLA style, the writer briefly credits sources with parenthetical citations in the text of your paper, and gives the complete description of each source in the Works Cited listing on the final page of the paper. The Works Cited is a list of all the sources used in a paper, arranged alphabetically by author's last name, or when there is no author, by the first word of the title (except A, An or The).

MHS's Style Sheet is adapted from two MLA Handbook for Writers of Research Papers, 6th edition by Joseph Gibaldi and Writer's Guide to MLA Style by Dr. Abel Scribe. The latter source is a website <http://www.docstyles.com/mlacrib.htm> containing a 12 page downloadable MLA style sheet that divided into five categories: General Style Notes, Text and Block Quotations, Page Formatting, MLA Text Citations and MLA Works Cited. If you cannot find the citation format for an information source in the MHS Style Sheet Summary, consult Scribe's site.