

MOUNTAIN RIDGE HIGH SCHOOL

Uniform Documentation Guide and Student Style Handbook

**Student Style Handbook
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WHY USE THIS GUIDE?

As students and members of the Mountain Ridge High School community, we are all expected to maintain standards of scholarship and academic integrity. The student body does not simply consist of individual students, but individual *researchers* - to be a student is to be a researcher.

This style handbook is intended to help you through the writing process in a simple, how-to format. The following pages will take you through various guidelines of the writing and research process, as well as provide you with helpful hints about grammar that you will utilize in all of your classes throughout high school. It only encompasses the most widely-used conventions in the research process for high school students. The information is drawn from the seventh edition of the

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2. **It is lying.** If you have been asked of the course you are taking, offering having someone else take a test in

3. **It is an insult to your fellow students** treat unfairly those who play by the time and effort into doing the work

4.

*REMEMBER: PLAGIARISM IS VE
ABOUT HOW A SOURCE SHOUL
SPECIALIST IN THE LIBRARY WI*



Note-taking is an essential skill to
gathered in your research and in
effective notes:

STEP ONE: Keep your topic, thesis

1. Do not record material unrelated to your topic
2. Avoid sketchy notes; information should be clear and concise
3. Keep your notes organized so you can easily refer back to them and use them as an outline later in the writing process

STEP TWO: Know when to quote, paraphrase, and summarize your sources.

1. **Directly quote** when the source material is especially well-stated-when it is memorable because of its succinctness, clarity, or elegance. Realize that you should only quote when you can't say it any better yourself!

- a. Also use direct quotation when the exact wording is important historically, legally, or as a matter of definition.
- b. Always identify the speaker of the quotation (and his/her title, if appropriate) in a lead-in; avoid "naked quotes."
- c. Nonessential parts of a quotation can be cut if the overall meaning of the quotation is not changed. Indicate omissions of noness

HOW TO WRITE AN

Outlines are useful tools in the w
your paper and determine how ea

1. *Main Point*
2. *Main Point*
 - a...

* * Your instructor may ask you to provide your full thesis statement at the beginning of the outline (as in the following example)

See the following page for an example of outlining.

John Doe

Mr. Smith

Language Arts 5-6

18 May 2013

The Political Message of John Steinbeck's *The Grapes of Wrath*

Thesis: Steinbeck's novel *The Grapes of Wrath* expresses a strong political message; it warns that exploitation of migrant workers will cause them to rise up as a group against their oppressors, the state and the wealthy landowners.

I. Historical background of the migrant situation

A. The Dust Bowl of the 1930's

1. Land use and climate change/link to Great Depression

a. Plowing up dry grasslands of the Plains states

b. Years of drought

(1) Farmers in debt for land, machinery

(2) Defaults led to bank failure, lost farms, unemployment

B. Migration to California from the Midwest

1. Small landholders and tenant farmers sought work

2. Faced much discrimination and hardship

a. Common labels pigeonholed migrants and limited opportunities

(1) "Okies"

II. Steinbeck's views on migration

A. Steinbeck's descriptions of the migrants' lives in several novels

1. Sympathetic portrayal of characters and their situations

a. Steinbeck harbored socialist leanings - monitored by US Government

B. Steinbeck's warning about the consequences of exploitation

1. Exploitation leads to deterioration of basic societal workings

III. Steinbeck's message about migration in *The Grapes of Wrath*

A. The Joads as representatives

1. Agents of change and passive victims

B. The title of the novel as a parallel between the migrant system and Babylon

HOW T

STEP FOUR: Complete your works cited BEFORE you parenthetically document anything in your paper.

1. Remember to include ALL sources cited in the paper.
2. See the sample works cited entries that follow for detailed information on how to create a citation for your particular sources.

STEP FIVE: Accurately format your works cited according to MLA guidelines.

1. Type the page number (continue the page numbers of the text) in the upper right-hand corner, one-half inch from the top of the paper, flush with the right margin.
2. One inch from the top of the paper, center the title Works Cited.
3. Do not underline or use quotation marks around this page title.
4. Double-space before the first entry.
5. Begin each entry flush with the left margin. If the entry is longer than one line, indent the next lines one-half inch from left margin.
6. Double space within and between entries (do not single or triple space anywhere).
7. Organize the list of works cited alphabetically by the author's last name. If there is no author, use the

E.

J. An introduction, a preface, a foreword, or an afterward (use page numbers after date)

Doctorow, E.L. Introduction. *Sister Carrie*. By Theodore Dreiser. New York: Bantam, 1982. v-xi. Print.

Elliott, Emory. Afterword. *The Jungle*. By Upton Sinclair. New York: Signet, 1990. 342- 50. Print.

K. A multivolume work

The March on Berlin. Danbury: Grolier, 1995. Print. Vol. 6 of *The New Grolier Encyclopedia of World War II*. 8 vols.

Stowe, Harriet Beecher. "Sojourner Truth, the Libyan Sibyl." 1863. *The Heath Anthology of American Literature*. Ed. Paul Lauter et al. 2nd ed. Vol. 1. Lexington: Heath, 1994. 2425-33. Print.

L. Government publications

United States. Cong. Joint Committee on the Investigation of the Pearl Harbor Attack. *Hearings*. 79th Cong., 1st and 2nd sess. 32 vols. Washington: GPO, 1946. Print.

M. A book in a series

Marzilli, Alan, ed. *Election Reform*. Philadelphia: Chelsea House, 2004. Print. Point Counterpoint Series.

Reference Books

(Note: Specialized reference works may be accounted for in categories above. This section specifically includes dictionaries, thesauri, encyclopedias, almanacs, fact books, etc...)

A. An article with an author

Hess, Robert L. "Ethiopia." *Encyclopedia Americana*. 2000 ed. Print.

B. An article with no author given

"Ginsburg, Ruth Bader." *Who's Who in America*. 62nd ed. 2008. Print.

C. A dictionary entry

"Music." Def. 2a. *Merriam Webster Collegiate Dictionary*. 11th ed. 2003. Print.

Periodicals (Magazines or Newspapers)

The following information is generally required for all periodical sources:

1. Author's name
2. Title of article (in quotation marks)
3. Name of the periodical (italicized)
4. Series number or name (if relevant)
5. Volume number (for a scholarly journal)
6. Issue number (if available, for a scholarly journal)
7. Date of publication (for a scholarly journal, the year; for other periodicals, the day, month, and year as available)
8. Inclusive page numbers
9. Medium of publication consulted (Print)
10. Supplementary information (if applicable)

A. Scholarly Journal (Note: Volume and issue number that come between the journal title and the date, which is in parenthesis, followed by a colon and then the page numbers.)

Alexander, Caroline. "If the Stones Could Speak: Searching for the Meaning of Stonehenge." *National Geographic*. 213.6 (June 2008): 34-59. Print.

B. A magazine article with an author

Garrett, Laurie. "The Path of a Pandemic." *Newsweek*. 11 May 2009: 22-28. Print.

C. A magazine article with no author given

"Security software." *Consumer Reports*. June 2009: 22-24. Print.

D. An article in a newspaper (Note: the page number after the date gives the letter of the section and then the page. For non-consecutive pages, use a "+" after the first page.)

Alltucker, Ken. "TGen Scientist Lands \$18 Million to Fight Cancer." *Arizona Republic* [Phoenix] 27 May 2009: A1+. Print.

E. A review

Goodykoontz, Bill. "Magic in the Air." Rev. of *Up*. dirs. Pete Docter, Bob Peterson. *Arizona Republic* 29 May 2009: P1+ Print.

F. An editorial

"Where is 'Pro-Life' in Kansas Killing?" Editorial. *Arizona Republic* 2 June 2009: B12. Print.

Do you need to cite something from an online service or database? Follow the formatting below!
Anatomy of an Online Service Entry

(1)	(2)		
Fox, Justin. "Privacy and the Internet: A Study in Political Discourse."			
(3)	(4)	(5)	(6)
<i>Fortune</i> . 15 Mar. 1999: 90-102. <i>ABI/INFORM Global</i> . ProQuest			
(7)	(8)		
Web. 2 Mar. 1999.			

Key:

E. Publication in Online Database

- Anderson, Walter Truett. "Technology and Modern Industry Must be Used to Preserve the Environment." *Opposing Viewpoints: The Environment*. Ed. William Dudley. San Diego: Greenhaven Press, 2001. *Opposing Viewpoints Resource Center*. Gale. Web. 29 May 2009.
- Clemmitt, Marcia. "Extreme Sports." *CQ Researcher* 19.13 (2009): 297-320. CQ Researcher Online. CQ Press. Web. 28 May 2009.
- Fisnik, Arashi. "U.S.-led Troops Kill 34 Militants in Afghanistan; Coalition Forces Raid Al Qaeda Training Camp." *Boston Globe*. A3. ProQuest Platinum. ProQuest. 29 May 2009. Web. 30 May 2009.
- Masters, Joellen. "Friendship in Victorian Literat

I. A Publication on CD-ROM or DVD-ROM

Aristotle.

SAMPLE WORKS CITED PAGE

Jones 11

Works Cited

- American Medical Association. *The American Medical Association Encyclopedia of Medicine*. New York: Random, 1989. Print.
- Anderson, Walter Truett. "Technology and Modern Industry Must be Used to Preserve the Environment." *Opposing Viewpoints: The Environment*. Ed. William Dudley. San Diego: Greenhaven Press, 2001. Opposing Viewpoints Resource Center. Gale. Web. 29 May 2009.
- Clemmitt, Marcia. "Extreme Sports." *CQ Researcher* 19.13 (2009): 297-320. CQ Researcher Online. CQ Press. Web. 28 May 2009.
- Durant, Will, and Ariel Durant. *The Age of Voltaire*. New York: Simon, 1965. Print.
- Fisnik, Arashi. "U.S.-led Troops Kill 34 Militants in Afghanistan; Coalition Forces Raid Al Qaeda Training Camp." *Boston Globe*. A3. ProQuest Platinum. ProQuest. 29 May 2009. Web. 30 May 2009.
- Garrett, Laurie. "The Path of a Pandemic." *Newsweek*. 11 May 2009: 22-28. Print.
- Hermann, Edward, narr. *John Adams*. By David McClough. Simon, 2001. Audiocassette.
- The March on Berlin*. Danbury: Grolier, 1995. Print. Vol. 6 of *The New Grolier Encyclopedia of World War II*. 8 vols.
- "Study Finds Unexpected Bacterial Diversity on Human Skin." *NIH News*. National Institutes of Health. U.S. Department of Health and Human Services. 28 May 2009. Web. 29 May 2009.

3. Identify the specific location in the work:

- a. Print source: give the page number or numbers
- b. If you cite from more than one volume of a multivolume work, use volume and page
- c. Omit page numbers when citing: complete works, article in works arranged alphabetically (encyclopedias), a passage from a one-page work, or non-print sources with no pagination.

STEP THREE: Use correct punctuation and format within the parentheses and in the sentence.

1. There are two spaces between the author's name and the page number, with no punctuation; DO NOT USE p or p. or pg., but just the number itself.

Examples: (Smith 81) or (Tannen and Weber 46) or ("Monsters" 99)

2. Place the parenthesis after the last word in the sentence, and the period after the parenthesis, in order to avoid interrupting the flow of your paper.

Example: Between 2000 and 2008, the internet became much more influential in presidential campaigning (Swanson 27).

3. Two works cited at the same place:

- a. If you use more than one source to support a point, use a semicolon to separate the entries:

Example: (Smith 219; Jones 21).

- b. You may feel that you need to cite immediately

HOW TO WRITE

STEP ONE: Consider your thesis & thesis.

STEP TWO: Follow these rules in paper:

1. If a lead-in is used with cited info be repeated in the parentheses.
 - Berkeley writes that dogs of
 - When referring to a person :
Example: "Capone believe
"According to F
"Mosley sugges
2. Reference the following chart for information:

Adds
Argues
Aspires
Assume
Believes
Calculat
Challen
Claims
Compar
Conclud
Contenc
Contras

3. If you cite a non-print source with begins the entry in the Works Cited no author, no parenthetical docume
4. If you are planning on using a dir
 - * If a quotation is **less than f**
 - * If a quotation is **more than** line, indenting one inch, and generally introduces a quot: appears at the end of the of

HOW TO

HOW TO



9. **Some words should not be split:** already, altogether, nowhere, cannot, nevertheless, whatsoever

10. **should of:**

a. It is "should have

21. **Do not use a comma AFTER a conjunction, as in:** “But, I went anyway.”
- a. Do use a comma, then a conjunction, then the rest of your compound sentence, as in “Joe wanted to go to the dance, but his truck was in the shop.”
 - b. The same thing holds true for “and.” You will s

APPENDIX A – Sample Paper

Please note: The entire paper should be typed in 12 point font unless otherwise instructed. All margins should be set at one inch and headers at half an inch. See following example.

Jones 1

Josh Jones

Ms. Anderson

Computer Applications I

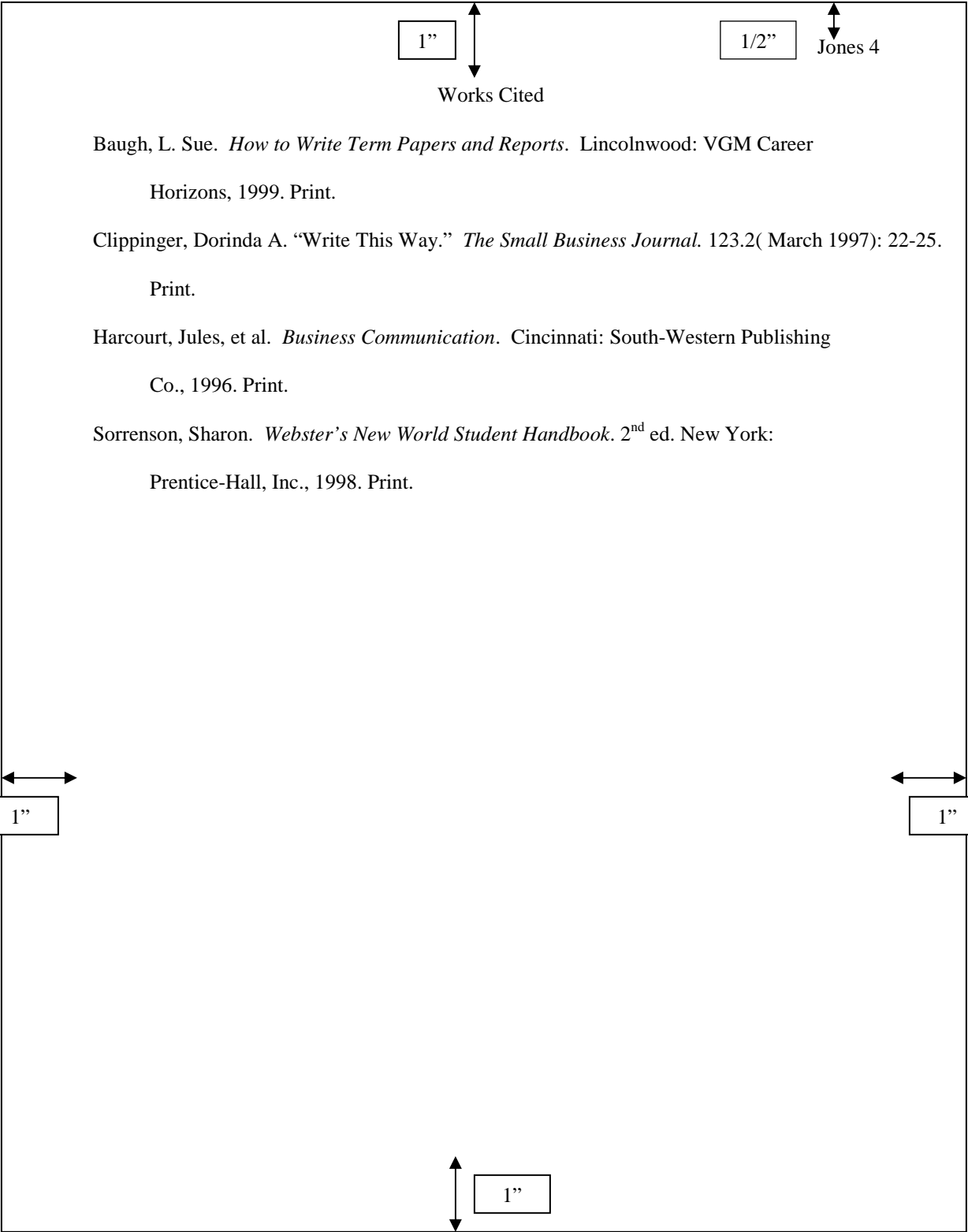
May 19, 2011

Enhance Your Report Image

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Finally, support your report or research paper with a list of references from which you paraphrased, summarized, and quoted. Quoting or paraphrasing without giving credit is illegal; further, supporting your report or research paper with relevant references is

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APPENDIX B

HOLISTIC SCORING GUIDE

Score Point 6 (100-90)

Response is sophisticated and skillful communication demonstrated by:

-
-
-
-
-
-

Score Point 5 (89-80)