

YLHS Essay/Research Paper Style Guide

I. FORMAT OF THE RESEARCH PAPER

MARGINS

Except for your last name and page numbers in the top right, leave one-inch margins at the top and bottom and on both sides of the text. Indent the first word of a paragraph five spaces from the left margin. Indent set-off quotations ten spaces from the left margin.

SPACING

The research paper must be double-spaced throughout, including quotations, notes, and the sources listed on your works cited page.

HEADING AND TITLE OF PAPER

A research paper (or essay) does not need a title page. Instead, beginning one inch from the top of the page and flush with the **left margin**, type your name, your teacher's name, the course name, and the date on separate lines with **double spacing** between the lines. **Double space again** and center the line. **Double space** between the title and the first line of the text. **Do not underline or bold your title or add quotation marks.**

↑
1"
↓
Mary Smith

Teacher's Name

← → LA II H, Pd. 2
1"
September 9, 2009

Importance of Proper Formatting

Begin your paragraph one double-spaced line below your title; the paragraph should begin with an indent. The paper's heading goes in the upper-left corner of the first page only. Use 1" margins all around. Double space everything, including blocked quotes. Do not justify the right margin.

← →
1"

↑ 1" ↓	↑ ½" Smith 2 ← → 1"
On all consecutive pages, place a header in the upper right-hand	
corner; the header should include your last name followed by the page ← → 1"	
← → number. All the text on these pages should be double spaced. Do not 1"	
add extra spaces between paragraphs. When you quote an author or use	
her ideas, be sure to document your source correctly with a parenthetical	
reference.	

PAGE NUMBERS

Number all pages after the first consecutively throughout the manuscript in the upper right hand corner, one-half inch from the top. Type your last name before page numbers after page one (see top of this page as sample), as a precaution in case of misplaced pages. **Do not use the abbreviation *p* before a page number or add a period, hyphen, or any other mark or symbol.**

II. PREPARING A LIST OF WORKS CITED

GENERAL GUIDELINES

In writing a research paper, you must indicate exactly where you found whatever material you borrow - whether facts, opinions, or quotations. Although this list will appear at the end of your paper, you should draft it first, recording the works you plan to mention so that you will know what information to give in parenthetical references as you write. The **Works Cited** section of your paper should list all the works that you **have cited in your paper**.

PLACEMENT

Start the list of works cited on a new page. **Number** each page of the list, continuing the page numbers of the text. For example, if the text of your research paper ends on page 8, the list of the works cited will begin on page 9. **Type** the page number in the **upper right hand corner, one-half inch from the top** of the paper. Type the title Works Cited **centered and one inch from the top of the page**. **Double space** between title and first entry. Begin the entry **flush with the left margin**. If an entry runs more than one line, **indent the subsequent line(s) 5 spaces from the left margin**. **Double space** the entire list, between entries as well as within entries.

ARRANGEMENT

In general, alphabetize entries in the list of works cited by the **author's last name**, or, if the author's last name is unknown, by the first word in the Title. (not *A*, *An*, or *The*).

For **two entries by the same author or editor**, follow these directions: Inter alphabetize by title of the works. Type the first entry as usual using the first work in alphabetical order. For the second entry by this same author, **do not retype the author's name**. Instead, **type a line five spaces long**, follow it with a period, and continue the rest of the entry.

Ex: Jones, Dow. Critical Essays. New York: Bantam, 1979.

_____. Major Critics. New York: Bantam, 1980.

DOCUMENTING SOURCES

In writing your research paper, you must document everything that you borrow - **not only direct quotations and paraphrases, but also information and ideas**. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs ("You can't judge a book by its cover."), well known quotations ("We shall overcome."), or common knowledge (George Washington was the first president of the United States). But you must indicate the source of **any borrowed material that readers might otherwise mistake for your own**.

PARENTHETICAL DOCUMENTATION AND THE LIST OF WORKS CITED

The list of works cited at the end of your research paper plays an important role in your acknowledgement of sources, but it does not in itself provide sufficiently detailed and precise documentation. **You must indicate exactly what you have derived from each source exactly where in that work you found the material**. The most practical way to supply this information is to **insert brief parenthetical acknowledgements** in your paper **wherever you incorporate another's words, facts, or ideas**. Usually the author's last name and a page reference are enough to identify the source and the specific location from which you borrowed the material. If there is no author, substitute the title of the work.

Often, for electronic sources, some or all of the above mentioned elements may be missing. Thus, parenthetical references to electronic sources will usually include only an author's last name or, if no author's name is available, the file name, and, for scientific styles, the date of publication or the date of access if no publication date is available.

For files with no designation of author or other responsible person or organization, include the file name in parentheses (i.e., cgos.html). In citations of print sources, subsequent references to the same work need not repeat the author's name, instead giving the different page number or location, if applicable. With electronic documents that are not paginated or otherwise delineated, however, repeating the author's name may be the only way to acknowledge when information is drawn from a given source.

EXAMPLES:

Ancient writers attributed the invention of the monochord to Pythagoras (Marcuse 197).

This parenthetical reference indicates that the information on the monochord comes from page 197 of the book by Marcuse included in the alphabetically arranged list of works cited that follows in the text. Thus, it enables the reader to find complete publication information for the source.

Remember that there is a direct relation between what you integrate into your text and what you place in parentheses. If, for example, you include the author's name in the sentence along with the documented material, **you need not repeat it in the parenthetical page citation that follows.** It will be clear that the reference is to the work of the author you have mentioned. The paired sentences below illustrate how to cite authors in the text to keep parenthetical references concise.

One Author's/Editor's name in text

Frye has argued that Dickens reveals the truth about society (178-180).

One Author's/Editor's name in reference

Dickens reveals the truth about society in this work (Fry 178-180).

Two Authors'/Editors' names in text

Others, like Wellick and Warren, believe that Dickens is unclear about the nature of society (310).

Two Authors'/Editors' names in reference

Others present the view that Dickens is unclear about the nature of society (Wellick and Warren 310).

Book when more than one volume used/Editor's name in text

Only Smith has seen this relation between reality and fantasy in Dickens' works (2:256).

Book when more than one volume used/Editor's name in reference

Only one critic has seen this relation between reality and fantasy in Dickens' works (Smith 2:256).

Book when more than one book is used by the same author/Editor's name in text

Magil likens Dickens to a fantasy writer (Critical Survey, 178).

Book when more than one book is used by the same author/Editor's name in reference

Dickens is likened to a fantasy writer (Magil, Critical Survey, 178).

Book when more than one book is used by the same author/Editor with more than one volume used - name in text

Magil likens Dickens to a fantasy writer (2: Critical Survey, 178).

Book when more than one book is used by the same author/Editor with more than one volume used - name in reference

Dickens is likened to a fantasy writer (Magil 2: Critical Survey, 178).

Internet sources

Internet citations follow the style of printed works. Personal or corporate author and page number should be given if they exist on the website.

Note: To avoid interrupting the flow of your writing, place the parenthetical reference where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material it

documents. Remember that all material that comes from reference sources must be documented.

The parenthetical reference precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material.

Gibaldi, Joseph, and Walter S. Achtert. MLA Handbook for Writers of Research Papers. 3rd ed. New York: The Modern Language Association of America, 1988. (*Source for these guidelines*)

MAKING USE OF QUOTATIONS

USE OF ELLIPSIS MARKS:

When you are using a direct quotation, especially a fairly long one, you may want to omit a sentence or even a paragraph that has no direct connection with your topic. It is necessary to indicate the omission by using ellipsis marks, a form of punctuation shown by three periods (. . .).

Example:

“. . . the same discipline of sound engineering had kept architects from some of the wilder flights of fancy seen in painting and music” (Marks 30).

USE OF BRACKETS

You may need to insert a word or more in a direct quotation in order to clarify a meaning, correct an error, or emphasize a point. For instance, it may be necessary to add a name, a date, or a pronoun.

Example:

“He [Ralph] paused, defeated by the silence and the anonymity of the group guarding the entry” (Golding 145).

SHORT QUOTATIONS

If the quotation should run to fewer than five lines on your typed page, you should enclose the passage in quotation marks and include it in your text.

Example:

After awakening from his fit, Simon realizes that he must be the one to find the beast. He climbs the mountain and encounters the dead parachutist. “He saw how pitilessly the layers of rubber and canvas held together the poor body that should be rotting away . . . he took the lines in his hands; he freed . . . the figure from the wind’s indignity” (Golding 170).

LONG QUOTATIONS

If the quotation should run **more than four lines on your typed page**, the **quotation should be set off from the text of your paper** as a display for quick identification. Here are the procedures that you should follow for such a display of quotations:

1. Keep the spacing above and below the block quote the same as the rest of the paper.
2. Double space the entire quotation.
3. Indent each line of the quotation ten spaces from the left margin, and keep the right margin inline with the rest of the paper. (Do not indent the first line of the block quote more than any other line unless you are quoting multiple paragraphs. If this is the case, indent the first line of each paragraph an additional five spaces.)
4. Note that if you have a complete sentence leading into a long quotation, the lead-in sentence usually ends with a colon.
5. **Do not enclose the quotation in quotation marks.**
6. Include the parenthetical reference immediately following the last word of the quotation. **Note that in this case only, the period (or other punctuation mark) goes at the end of the quotation before the parenthetical citation. Do not place a period after the parenthetical citation.**

INDIRECT QUOTATION:

1. Since the indirect quotation is not the author's exact words but a **restatement or summary in your own words**, you do not have to use quotation marks. However, the **source of your information must still be documented.**
2. This is where you use the format given in the **Parenthetical Documentation Section** of this handout.

Works Cited Style

Your works cited page should be titled **Works Cited**. Do not title it Bibliography, Work Cited, or Works Cited Page.

Note: The following entries are single-spaced to conserve space. Your entire works cited page should be double spaced. Do not vary the spacing within or between entries.

Book with a SINGLE AUTHOR

Bailey, Stephen. Congress at Work. Hartford: Henry Holt and Company, 1959.

Book with an EDITOR instead of an author

Gibson, James, ed. The Complete Poems of Thomas Hardy. New York: Macmillan, 1976.

Book with TWO AUTHORS

Link, Arthur S., and William B. Catton. American Epoch: A History of the United States Since 1890. New York: Knopf, 1963.

Book with THREE AUTHORS

Adams, William, Peter Coh, and Barry Slepian. Afro-American Literature: Drama. Boston: Houghton Mifflin, 1970.

Book with FOUR or MORE AUTHORS

Goldner, Orville, et al. The Making of King Kong. New York: Ballantine, 1975.

Book with CORPORATE AUTHOR

United Nations, Statistical Yearbook, 1978. New York: United Nations, 1979.

MICROFORM

“Watch Out for Food Poisoning” (Microfilm). Changing Times. Aug. 1975, pp.36-38.

MOTION PICTURE

The Food Revolution (Motion Picture). New York: McGraw-Hill, 1968, 17 min., sd., col., 16mm.

VIDEO TAPE or VIDEOCASSETTE

Wolfe, Pamela. “Pam Wolfe Bakes Bread” (Video recording). Presented at Greenwich High School, 1977, cassette, 30 min., b & w, ½ in.

ONE VOLUME of a work in SEVERAL VOLUMES

Sullivan, Mark. Over Here: 1914-1918. Vol. 5. New York: Scribner, 1972.

* Abbreviate all months with three letters **except** for May, June, and July.

An Edition Later than the First

Smith, Lucas. The Trials of the Century. 2nd ed. New York: Dodd Publishing, 1956.

Work in a COLLECTION by DIFFERENT AUTHORS

Lisca, Peter. "The Grapes of Wrath." Steinbeck: A Collection of Critical Essays. Ed. Robert Murray Davis. Englewood Cliffs: Prentice Hall, 1972.

Work in a COLLECTION by the SAME AUTHOR

Williams, Tennessee. "Summer and Smoke." In Four Plays. New York: New American Library, 1976.

GOVERNMENT PUBLICATION

United States. Dept. of State. The Canadian Situation 1971-72. Washington, DC: Government Printing Office, 1973.

PAMPHLET

Chronicle Guidance Publications, Inc. Cartoonists: Occupational Brief. 4th ed. D.O.T. 141. Moravia, New York, N.Y.:CGP, 1978.

Signed Article in a PERIODICAL - WEEKLY

Stone, Martin. "Energy Jigsaw Puzzle." U.S. News 27 Aug. 1979: 76.

Signed Article in a PERIODICAL - MONTHLY

Bugialli, George. "Share a Rustic Italian Christmas Eve." House and Garden Dec. 1978: 140-143.

Unsigned Article in a PERIODICAL - WEEKLY

"A Traffic Ban Drives Rome Crazy." Newsweek 16 Mar. 1987: 47.

Article in a NEWSPAPER

Brody, Jane E. "Nutritional Standards for the 80's." New York Times, City Ed., 19 Mar. 1980: Sec. C, p.1.

If the above article were unsigned, the citation would start with the title, "Nutritional Standards . . ."

Telephone INTERVIEW

Brown, Frederick. Telephone interview. 2 June 2001.

Personal INTERVIEW

Lewis, Bob. Personal interview at Esperanza High School. 5 May 2001.

ENCYCLOPEDIA ARTICLE (unsigned)

"Dickens, Charles." New Standard Encyclopedia. 1991 ed.

ENCYCLOPEDIA ARTICLE (signed)

Waggoner, Hyatt. "Dickinson, Emily." The Encyclopedia Americana International Edition. 1993 ed.

An INTRODUCTION, PREFACE, FORWARD, or AFTERWORD

Borges, Jorge Luis. Foreword. Selected Poems. 1923-1967. By Borges. Ed. Norman Thomas Di Giovanni. New York: Delta-Dell, 1973. xv-xvi.

Doctorow, E.L. Introduction. Sister Carrie. By Theodore Drieser. New York: Bantam, 1982. v-vi.

Johnson, Edgar. Afterword. David Copperfield. By Charles Dickens. New York: Signet-NAL, 1962. 871-79.

COMPUTER RESOURCE Works Cited Entries

CD ROM Programs

For criticism citations: DISCovering Authors:

Magazine or Newspaper Article:

Atwood, Margaret. "Haunted by their Nightmare." New York Times Book Review 13 Sep. 1987: 45-50. Excerpted in DISCovering Authors. CD ROM. Detroit: Gale Research, 1993.

Book:

Adams, Mary. "Jane Eyre: A Woman's Estate." The Authority of Experience: Essays in Feminist Criticism. University Press, 1977: 137-39. Excerpted in DISCovering Authors. CD ROM. Detroit: Gale Group, 1999.

For criticism citations: Masterplots Complete CD Rom:

Signed article should be cited:

Author. "Title of Article." Masterplots Complete CD Rom. Pasadena: Salem Press, 1999.

Unsigned article should cite the whole CD Rom.

Computer Software

"Spain." Macglobe. Broderbund, 1994.

ID Software. The Ultimate Doom. New York: GT Interactive Software, 1995.

"Career Name." Choices. ISM Careerware, 2000.

HOW TO CITE CD-ROMS

Encyclopedias

Author given:

Devries, Diana. "Acupuncture." Grolier Multimedia Encyclopedia. CD-ROM. 1999.

No Author given:

"Acid Rain." Encarta Multimedia Encyclopedia. CD-ROM. 1998.

SIRS

Jacobson, Jodi L. "Holding Back the Sea." Futurist Sep. 1990: 20-27. SIRS, 2001. CD-ROM.

Basic Forms for Electronic Sources

The MLA Handbook for Writers of Research Papers provides extensive examples covering a wide variety of potential sources. (This information is based on style guidelines from <http://owl.english.purdue.edu> which uses the MLA Handbook as its guideline.)

If no author is given for a web page or electronic source, start with and alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.

A web page

Author(s). Name of Page. Date of Posting/Revision. Name of institution/organization affiliated with the site. Date of Access <electronic address>.

Hint: *You must include a download date since information on websites may change at any time.*

- **Web page (sample)**

Harper, Georgia. Copyright Law in the Electronic Environment. 7 Feb. 2000. University of Texas System. 2 May 2001 <<http://www.utsystem.edu/OGC/IntellectualProperty/faculty.html>>.

An article on a web site

Author(s). "Article Title." Name of web site. Date of posting/revision. Name of Institution/organization affiliated with site. Date of access <electronic address>.

- **Article on a web site (sample)**

McKenzie, Jamie. "The Great Turning Point." FNO. 7 Apr. 2001. From Now On, The Educational Technology Journal. 28 Apr. 2001 <<http://fno.org/apr01/covapr.html>>.

An article in an online journal or magazine

Author(s). "Title of Article." Title of Journal Volume. Issue Year: Pages/Paragraphs. Date of Access <electronic address>.

Hint: This format is also appropriate to online magazines; as with a print version, you should provide a complete publication date rather than volume and issue number.

- **Online journal article (sample)**

Leo, John. "Your Own Lincoln Bedroom." U.S. News and World Report 17 Mar. 1997: 47. 17 Apr. 1997 <<http://www.elibrary.com>>.

E-mail

Author. "Title of the message (if any)" E-mail to the author. Date of the message.

- **E-mail to you**

White, Susan. "Re: Medieval Literature." E-mail to the author. 23 Mar. 2001.

- **E-mail communication between two parties, not including the author**

Green, David. "Re: Online Tutoring." E-mail to Frank Perez. 1 May 2000.

An electronic database

Author. "Title of Article." Relevant information for the database. Date of access <electronic address for retrieval>.

Hint: Provide the bibliographic data for the original source as for any other of its genre, then add the name of the database along with relevant retrieval data.

- **Article in a reference database on CD-ROM**

"World War II." Encarta. CD-ROM. Seattle: Microsoft, 1999. 31 May 2001 <<http://encarta.msn.com/>>.

Note: When line length forces you to break a Web address, always break it after a slash mark.