MLA Style Guide for Junior High

![C:\Users\VOLTRON!!\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Q8600WLP\MP900399745[1].jpg]()

Bishop Kelley Catholic School

Mrs. Yaros

2013

Introduction:

In this packet you will learn about MLA, its style, and how to apply it to your writing. You will also find a few helpful tips on writing your paper. Follow this guide closely, and be sure to ask if you still have questions.

Table of Contents:

1. Note Taking ………………………………………………..3
2. Outlines……………………………………………………….4
3. Works Cited Page…………………………………………5
4. MLA Format……………………………..………………6-7
5. Writing Your Paper……………………………………….8
	1. Introduction, formal language…………….8
	2. Body, Paraphrasing…………………………….9
	3. Indirect and Direct Quotations…………….9
	4. Parenthetical Notations………….……………9
	5. Conclusion………………………………………….10
6. Formatting Your Final Copy………………………….11
7. Helpful Websites………………………………………….12

Taking Notes: Before, During, and After

1. Before taking any notes, be sure to use questions from the prewriting steps to guide your research.
2. Use the rough outline to determine which main ideas may need to be covered in your research.
3. Use reliable sources. Use .com and .org websites with caution. Wikipedia should only be used if the article has not been flagged and its author is reputable.
4. Use 3X5 inch note cards with lines. You will use note cards to document facts and to document your source.
5. Document fact cards in the following way:

Subtopic or Question Answered

* Fact (list page number after each fact)
* Fact
* “Direct quote”
* Fact

-Author’s last name or article title

“Ancient Roman Traditions”

* Romans believed in many gods and goddesses.
* Romans were buried in their finest clothing.
* “Parents arranged marriages to produce descendants to tend the ancestral spirits”.

-About.com

1. On the bibliography card, document your source in the same way as your Works Cited. See pages 6 and 7 for directions.
2. Be sure to use only one source on a note card; likewise, one source on a bibliography card.
3. Reword your facts while you write them on the note cards. Anything not paraphrased must be enclosed in quotations. PARAPHRASE AS MUCH AS POSSIBLE. See page 9.

Outlines

Before research, you may want to create a rough outline to help you focus on the main ideas that you hope to cover in your research paper. In this class, there are three main parts to your outline, and this should be consistent with every paper. Those main parts are the introduction, body, and conclusion. In your introduction I will want to see your thesis statement. Under the body you will list your subtopics and list supporting detail after each subtopic. Keep your details brief.

Outline

### Introduction

1. List Thesis Here
2. Body
	1. Main Idea 1
		1. Supporting detail
		2. Supporting detail
		3. Supporting detail
	2. Main Idea 2
		1. Supporting detail
		2. Supporting detail
		3. Supporting detail
	3. Main Idea 3
		1. Supporting detail
		2. Supporting detail
		3. Supporting detail
3. Conclusion

You may single space your outline. Again, keep you details brief; your outline should not extend one page, and should only take a few minutes to read. Your subtopics should be developed before you research, but the supporting details will in inserted after you have completed your research. You may need to modify your subtopics as you type your paper. Always be prepared to make changes.

Works Cited Page

The works cited page is the final page of your paper. It lists all of the sources that you used in your research. Make sure that you only include the sources that were actually used in your paper.

A works cited page looks like this:

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. “Clinton on Climate Change.” *New York Times*. New York Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

*GlobalWarming.org*. Cooler Heads Coalition, 2007. Web. 24 May 2009.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.

1. Be sure to list your sources in alphabetical order. Start with the first piece of information that is on your bibliography card (It is very important that your bibliography cards are done correctly.).
2. Double-check that all of the necessary information regarding each source is properly listed. This includes proper punctuation and capitalization.
3. Be sure to indent the second and following lines of each entry. This is the opposite of a paragraph.

MLA Format for Commonly Used Sources

**Books:**

Single Author

Last name, first name. *Title of Book.* Publication City: Publisher, year. Print.

Lee, Harper. *To Kill a Mockingbird.* New York: Grand Central Publishing, 1960. Print.

Book by Two or More Authors

Last name, first name, and First name Last name. *Title of Book.*  Publication City: Publisher, year. Print.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research.* Chicago: U of Chicago P, 2003. Print.

**Encyclopedia**

Last name, first name. “Article Title.” *Title of Reference Book.* Edition. Year. Print.

Jones, Edward. “Egyptian Mummies.” *World Book.* 1998. Print.

**Newspaper**

Last name, first name. “Article Title.” *Title of Newspaper*. Dd/month/yyyy, edition: page#. Print.

Hawkins, John C. “The Art of Teaching.” *Washington Post.* 4 April 2012, Vol.43: 7B

**Magazine**

Last name, first name. “Article Title.” *Title of Magazine or Journal.* Dd/month/year: page numbers. Print.

McEvoy, Dermot. “Little Books, Big Success.” *Publishers Weekly.* 30 October. 2006: 26-28. Print.

**Website**

Last name, first name. “Title of Article.” *Title of Overall Website.* Version/edition (if any). Publisher/Sponsor (if any) or “n.p” (if none), Date of publication or n.d. (if none). Web. Date of Access.

“How to Make Vegetarian Chili.” *eHow* . Demand Media. N.d. Web. 24 Feb. 2009.

**Personal Interview**

Last name, first. Personal Interview. Date of Interview.

Yaros, Cristen. Personal Interview. 7 May 2013.

**Writing Your Paper**

**Introduction:**

The introduction is used to introduce your topic to the reader. But before you can do that, you have to grab your reader’s attention. Begin the paragraph with an interesting lead, such as a thought-provoking question, an interesting fact, or placing your reader in the scene itself. Then, transition this lead into the summary of the introduction. This is where you will highlight the main ideas of your paper. In few sentences, mention what topics will be discussed in the paper. Finally, transition this summary into your thesis (purpose) statement. This sentence should be the last one in the paragraph and be the main idea of the paper. Everything that you mention in the paper should apply to the thesis.

 DO NOT, at any point, mention the paper itself. For example, do not say, “In this paper I will tell you…” or something to that effect. The paper is written in formal language, which means:

* + - 1. Do not use first person pronouns
			2. Avoid contractions such as *isn’t* or *can’t*. Write the entire combination of words.
			3. When using numbers, write out any numbers less than 100. For example, instead of 20, you would write “twenty”.
			4. Avoid slang and clichés.

**Body:**

 Use your own thoughts as much as possible as you write your paper. Read over your facts and summarize (ideally this should be done as you do your note cards). The more you use your own words, the clearer your “voice” becomes throughout the paper.

 Any time that you use facts from your sources, you need to give credit to those sources. Failure to do so is **plagiarism**. Plagiarism is the stealing of information. This will lead to serious consequences in my classroom and beyond. To avoid plagiarism, include a Works Cited at the end of the report and use parenthetical notations.

 Use parenthetical notations after the sentences that include your facts. An **indirect quotation** is used when you paraphrase, or reword, something into your paper. Even if you have paraphrased, you still need to give credit to your source.

 The ancient Romans believed in many things; namely, gods, goddesses, and the myths that surrounded them (Smith 99).

 Sometimes it is difficult to paraphrase certain pieces of information. When this happens, you will need to use a **direct quotation.** When directly quoting a source, you will need to include quotation marks around the words or phrases that are being quoted. As with the indirect quotation, include a parenthetical notation at the end of the sentence. Please note that the period goes after the parenthetical notation.

“More than fifty percent of all patients receiving treatment recovered within six months” (Sven 194).

Refer to the text regarding parenthetical notations with multiple pages. If only a single source is used for an entire paragraph, you may include the notation at the end of the paragraph only, unless different page numbers are used. If this happens, use a parenthetical notation after the first sentence, but list the page numbers in parentheses after the remaining sentences.

**Conclusion:**

The conclusion is a time to summarize your paper and mention any last thoughts regarding the topic. It is a time to provide the reader with things to think about and suggest a plan of action, if appropriate. This is NOT a time to introduce new details. A reworded thesis should be included at the beginning of the conclusion. The last sentence should give closure to your topic.

**Formatting Your Final Copy**

After your paper has been thoroughly edited by yourself and your peers, you may begin working on your final copy. Here are a few things to keep in mind:

1. One-inch margins on all sides.
2. Use a legible font (nothing crazy!). The font size should be between 10 and 12 point.
3. Double space the main paper. The outline and Works Cited may be single spaced.
4. We no longer use title pages. The heading and title appear on the first page of the paper.
5. Using the “Header and Footer” insert, add your last name and page number (use “Insert Page Number” button) on the top right corner of your paper. This should show up on each page of your paper.
6. In the top left corner (without it being in the header), include the following:

Your full name

Teacher’s name

Subject and Grade

Date

1. The title should be below the above information, but above the first paragraph of your report. Be creative with the title in terms of wording, but keep the font the required size.
2. There is no extra spacing between paragraphs. Simply hit “Enter” and indent.
3. There is an extra space after end punctuation in a sentence.
4. Attach your outline to the back of your paper (but before the Works Cited). Include your rough drafts.

Helpful Websites

**Easy Bib**

Creates a Works Cited page for you!

 [www.easybib.com](http://www.easybib.com)

**Purdue Owl**

A great MLA reference, for both documenting sources and writing your paper – Save this one for high school!

[www.owl.purdue.edu](http://www.owl.purdue.edu)

Good luck and happy researching!

Sources: “MLA Cheat Sheet.” *Arachne@Rutgers* 2.2:n.pag. Web. 7 May 2012.

The Writing Lab. “MLA Style.” *Purdue Owl.* Purdue University. 2013. Web. 7 May 2012.

*Voyages in English.* Chicago: Loyola Press. 2011. Print.