

# MAPLE GROVE SENIOR HIGH WRITING GUIDELINES

The purpose of this manual is to assist Maple Grove Senior High students with knowing the proper format for assignments. It is to be used as a guide. It is your responsibility to write correctly and accurately. We have used directions and examples from the *MLA Handbook 7<sup>th</sup> Edition*, the [Maple Grove Senior High Handbook](#), the [Purdue OWL: MLA Formatting and Style Guide](#), [RDC Library Information Common](#) [MLA Citation Style 7<sup>th</sup> Edition](#), and [Dianehacker.com](#).

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## GUIDE FOR DAILY ASSIGNMENTS

### 1. Specifications

- Full sheet of wide lined  
8 ½" x 11" paper
- No spiral notebook edges
- Blue or black ink, typed or word processed
- Pencil according to teacher preference

### 2. Heading in upper left hand corner (single spaced)

- Name
- Course, Hour
- Teacher
- Date
- Assignment

Mary White  
Eng. 10, Hr. 1  
Mr. Olson  
May 1, 2010  
Journal

## **GUIDE FOR FORMAL ASSIGNMENTS**

1. Specifications
  - Typed or word processed
  - Full sheet of 8 ½” x 11” paper
  - Type on one side of paper
  - Double space
  - Indent ½” for new paragraph
  - 12 point, Times New Roman font
  - Margins  
1” at top, bottom, left, and right  
(1 ½” for left-sided bound reports)
2. Heading in upper left corner, **double spaced**
  - Name
  - **Teacher’s name**
  - **Course, Hour**
  - Date

Mary White  
Mr. Olson  
Eng. 10, Hr. 1  
May 1, 2010  
Following the Crimson Way

3. First page of a **formal** paper
  - Page numbers begin on this page in upper right corner. See number 4 for what must be included.
  - Place your name, your teacher’s name, the course title and hour, and the date on separate lines against the left margin, double spaced, same as the rest of the document. **NO ASSIGNMENT LINE.**
  - Center the title after the date.
  - Entire document is **double-spaced**; no extra spacing before or after title or between paragraphs.
  - Check the default page setup to see that the margins are correct (1 inch all around). To change them, go to Page Layout, then Margins. Correct them, then click “OK.”

#### 4. Page numbers

- **Last name** and **page number** are in the upper **right** corner, ½” from top, starting on page 1 and continuing through last page, including Works Cited and Appendix.
- Enter the page numbers first: click Insert, then Page Number, then select the option for the Top of Page, then plain number 3.
- To enter the last name: click to the left of the number that appears. Enter just your last name, then click the red X to close the Header.

#### 5. Outline

- Capitalize first word after each numeral, number, and letter.
- Periods follow each numeral, number, and letter.
- If you have an A, you must have a B.
- If you have a 1, you must have a 2.
- Properly indent ½”.
- You may use any number of supporting details - more than two.

#### 6. Order of paper

- Outline/Table of Contents (if necessary)
- The Composition: introduction, body, conclusion
- Works Cited (if necessary)
- Appendix (if necessary)

### **SAMPLE OUTLINE/TABLE OF CONTENTS FORMAT**

Using the Library and Other Informational Sources

#### I. Introduction to the library

- A. Programs of orientation and instruction
- B. Books about the library (examples: Gates, Mann, Harner, Baker, and Huling)

#### II. The central catalog or central information system

- A. The online central catalog
  - 1. Definition and description
  - 2. Searching the online catalog
    - a. Searching by author, title, subject, keywords
    - b. Limiting the search
    - c. Using Boolean logic
- B. Information needed for research and writing
- C. The card catalog and other catalogs

## **GUIDELINES FOR THE PROCESS OF WRITING**

### **PREWRITING/INVENTION**

1. Select a topic that interests you.
2. Narrow the topic until it can be thoroughly developed in a specified length according to your teacher's instructions.
3. Decide on your purpose.
4. Use your understanding of purpose and audience to determine your type of language and choice of details.
5. Gather and list details that you could use to develop your topic.
6. Evaluate and organize your list of details. Delete unrelated ideas.

### **DRAFTING**

1. Keep your audience and purpose in mind; begin to write.
2. Let your thought flow freely. Modify your initial plans for content and organization, if necessary. Remember that this is an experimental stage. Do not be too concerned with grammar and mechanics at this point.

### **REVISING**

**Read what you have written. Answer the following questions:**

1. Have you stuck to your topic?
2. Have you included everything you wanted?
3. Are there any unnecessary or unrelated details?
4. Is each main idea clearly expressed and thoroughly developed?
5. Do your ideas flow smoothly with the use of transitions?
6. Is your writing organized logically with a beginning, a middle, and an end? Are the ideas presented in an order that makes sense?
7. Is your writing interesting and lively? Is there variety in the type, structure, and beginnings of your sentences?
8. Is each key word vivid or precise?
9. Do the language and content suit your audience?
10. Have you accomplished your purpose?

## EDITING CHECKLIST

- \_\_\_\_\_ Are there any sentence fragments or run-ons?
- \_\_\_\_\_ Have you used the correct form of each pronoun?
- \_\_\_\_\_ Have you used verb tenses correctly?
- \_\_\_\_\_ Do all verbs agree with their subjects?
- \_\_\_\_\_ Are compound and complex sentences written and punctuated correctly?
- \_\_\_\_\_ Have you used the pronoun “you” when you mean “people” or another general term?

## CAPITALIZATION

- \_\_\_\_\_ Have you capitalized first words and all proper nouns and adjectives?
- \_\_\_\_\_ Are titles capitalized correctly?

## PUNCTUATION

- \_\_\_\_\_ Does each sentence have the proper end mark?
- \_\_\_\_\_ Are punctuation marks such as colons, semicolons, commas, apostrophes, hyphens, and quotation marks used correctly?

## SPELLING

- \_\_\_\_\_ Have you checked all unfamiliar words in the dictionary?
- \_\_\_\_\_ Are plurals and possessive forms spelled correctly?

## FORM

- \_\_\_\_\_ Have you made corrections neatly?
- \_\_\_\_\_ In your final copy, is the writing legible?
- \_\_\_\_\_ Have you used the proper heading and margins?
- \_\_\_\_\_ Have you followed good manuscript form?

## PROOFREADING/CORRECTION SYMBOLS

Peers and teachers may use these to mark errors on your papers.

<i>ab.</i>	do not abbreviate	<i>X</i>	find and correct error	<i>choppy</i>	choppy style
<i>details</i>	add details	<i>agr.</i>	agreement problem	<i>gram.</i>	grammatical error
<i>frag</i>	sentence fragment	<i>awk.</i>	awkward expression	<i>n.c.</i>	not clear
<i>logic</i>	not logical	<i>d.m.</i>	dangling modifiers	<i>ll</i>	not parallel
<i>A</i>	insert (word/s left out)	<i>gen</i>	be more specific	<i>?</i>	questionable idea
		<i>inf.</i>	too informal	<i>RO</i>	run-on sentence
		<i>mis. mod.</i>	misplaced modifier	<i>show</i>	show, don't tell
<i>pro.ref.</i>	pronoun reference	<i>¶</i>	begin paragraph	<i>support</i>	add evidence
<i>ramb.</i>	rambling sentence	<i>p.</i>	punctuation	<i>trans.</i>	weak transition
<i>sp.</i>	spelling	<i>red.</i>	redundant	<i>wordy</i>	be concise
<i>t.</i>	wrong verb tense	<i>w.o.</i>	word order combine 2 words		switch order
<i>TS</i>	topic sentence	<i>amb.</i>	ambiguous wording		remove
<i>w.c.</i>	word choice	<i>cap.</i>	capitalization		

## **TRANSITIONAL EXPRESSIONS**

### **TO ADD OR SHOW SEQUENCE**

again, along, with, also, and, and then, another, besides, equally important, finally, first, for example, for instance, further, furthermore, in addition, in the first place, in the same way, last, moreover, next, too

### **TO COMPARE**

also, and, as, either...or, both, in a similar manner, in the same way, like, likewise, neither...nor, similarly

### **TO CONTRAST**

although, and yet, as opposed to, but, but at the same time, conversely, counter to, despite, even so, even though, for all that, however, in contrast, in spite of, instead, nevertheless, notwithstanding, on the contrary, on the other hand, otherwise, regardless, still, though, yet

### **TO GIVE EXAMPLES OR INTENSIFY**

after all, an illustration of, for example, for instance, indeed, in fact, it is true, of course, specifically, that is, to illustrate, truly

### **TO INDICATE PLACE**

above, across, adjacent to, against, amid, around, at the, behind, below, beneath, between, beyond, close, east of, elsewhere, farther on, here, in, in front of, inside, lower, near, nearby, next to, on, on the other side, opposite, outside, over, there, to the east, to the left, throughout, under, underneath

### **TO INDICATE TIME**

after a while, afterwards, as long as, as soon as, at last, at length, at that time, before, earlier, formerly, immediately, in the meantime, in the past, lately, later, subsequently, then, thereafter, until, until now, when

### **TO REPEAT, SUMMARIZE, CLARIFY, OR CONCLUDE**

accordingly, all in all, altogether, as a result, as has been said, consequently, finally, in brief, in conclusion, in other words, in particular, in short, in simpler terms, in summary, on the whole, that is, therefore, thus, to put it differently, to summarize

### **TO SHOW CAUSE OR EFFECT**

accordingly, as a result, because, consequently, due to, for this purpose, hence, if...then, otherwise, since, so, then, therefore, thereupon, thus, to this end, with this object

## ACADEMIC MISCONDUCT

Academic dishonesty includes, but is not limited to: cheating on a school assignment or test, plagiarism or collusion. Academic dishonesty is unethical and does not enhance the learning process. Any student involved in these behaviors is subject to serious academic consequences including a significant loss of points up to failure to receive credit for the assignment in question. In addition, students will be referred to the administration. Incidents of academic misconduct may be forwarded to the National Honor Society advisor and members will be subject to consequences per the NHS constitution.

Everyone is responsible for knowing and avoiding the various forms and levels of plagiarism. To quote Writers Inc., “**plagiarism** – [is] the act of presenting someone else’s ideas as your own” (179). The following are the most common types of plagiarism that occur in student work:

- **Word-for-word plagiarism** is the direct copying of another’s material without giving credit.
- **Paraphrase plagiarism** is using someone else’s ideas without crediting the source of the material or idea in English or any other language.
- **Spot plagiarism** is using key words or phrases without giving credit. Cases of plagiarism will result in significant loss of points – up to failure of assignment in question, depending on circumstances of the incident.
- **Translation websites** used to complete World Language assignments.
- In addition, a student who **allows others to use their work** in fulfillment of class requirements will also be held accountable.

In any written or oral assignment, you need to give credit to any source you find: graphs, charts, computer software, internet, films, songs, videotapes, periodicals, books, encyclopedias, photographs, diaries, letters, speeches, experiments, etc.

**Please note: A parenthetical entry simply cites your source; it does not give you permission to use someone else’s exact words without using quotation marks. Whenever you use someone else’s exact words, you must put them in quotation marks *and* cite it using parenthetical documentation and a Works Cited page.**

## DOCUMENTATION OF SOURCES: MLA FORMAT

You must acknowledge all information and ideas gained from outside sources when writing a paper. Generally three types of information must be acknowledged to avoid plagiarism:

1. direct quotation
2. paraphrase or summary
3. author’s ideas

**\*See teacher with any questions on documentation or Works Cited entries not covered by the Writing Guidelines.**

## **MLA FORMATTING GUIDE: PARENTHETICAL DOCUMENTATION**

1. **Mention the author in the text.** If you mention the author(s) in your text, then you only need to include the page number of the book at the end of the sentence.

Lynette and Thomas Long, two of the foremost recognized experts on the trend of latchkey children, define latchkey as “children who are regularly left during some period of the day to supervise themselves...or for whom care arrangements are so loosely made they are virtually ineffective” (17).

2. **Indirect source.** If you use an indirect source – someone’s remarks published second-hand -- give the abbreviation “qtd. in” (quoted in) before the indirect source in your reference.

Paton improved the conditions in Diepkloof [a prison] by “removing all the more obvious aids to detention. The dormitories are open at night: the great barred gate is gone” (qtd. in Callan xviii).

3. **Works by one author.** If you don’t mention the author in the text, then you must state the name and page number from the book you found the information (Jones 17). **DO NOT WRITE OR ABBREVIATE THE WORD “PAGE” OR PUT A COMMA BETWEEN THE AUTHOR AND PAGE NUMBER.**
4. **Works by two or three authors.** Give the last name of every author in the same order that they appear in the text (Johnson and Smith 22).
5. **Works by more than three authors.** Give the first author’s last name as it appears in the Works Cited section followed by “et al.” or “and others” with no punctuation in between (Suess et al. 80).
6. **Works with no author listed.** When citing an article that does not identify the author, use the title of the work or a shortened version of it (“Robotic” 398). **SHORTEN ONLY IF THE TITLE IS EXTREMELY LONG, AND END THE SHORTENED TITLE CLEARLY AND LOGICALLY.**
7. **Works by the same author.** If you use more than one work by the same author, give the title, or a shortened version, after the author’s last name (Jones, *Robots* 398).
8. **Works with no page numbers given.** If no page numbers are given (e.g. electronic sources) but there is an author listed, use the author’s last name alone (Jones). If no author or page numbers are listed, use the title alone (“Robotics”).

9. **Electronic Sources with Pagination (PDF files, e.g.).** Citations for these sources should include page numbers as they are given (Robertson 315).
10. **Works with no authors, the same titles.** If more than one work has the same title and no authors listed, include further information from the Works Cited entry, most likely the title of the books, homepage, or information database they come from (“Egypt,” *Encarta*).
11. **Long Quotations:** When you type a quotation and it goes onto a fifth line, indent the whole quotation one inch from the left margin. The whole quotation is double spaced—no single or extra spacing, even after paragraphs—and no quotation marks are used. Note that this is the only time the punctuation goes before the parenthetical entry. Example:

The essay uses an allusion to make its point:

To a child, the word is simple: good versus evil. But my children and others with Arab roots grew up without ever having seen a humane Arab on the silver screen, someone to pattern their lives after. Is it easier for a camel to go through the eye of a needle than for a screen Arab to appear as a genuine human being? (Shaheen 551)

The original allusion refers to going to heaven. The retooled allusion emphasizes the lack of positive or realistic depiction of Arabs in the entertainment media.

12. **Quoting verse poems or plays:** If 4 lines or shorter, divide lines by a slash: “And so, I missed my chance with one of the lords/Of life./And I have something to expiate;/A pettiness” (Lawrence 261). For verse quotes of longer than 4 lines, follow the rules of a long quote when formatting and follow the line breaks given.
13. **Quoting sacred text:** The first time you cite it, make clear the version of the text (italicized), followed by book, chapter, and verse: (*New Jerusalem Bible*, Ezek. 1.5-10). In the future, references can just include book, chapter, and verse.
14. **Quoting text from an eReader (Kindle, Nook, etc.):** Since page numbers are generally not used in the eReaders, use the chapter instead:

According to Hazel Rowley, Franklin and Eleanor Roosevelt began their honeymoon with a week’s stay at Hyde Park (ch. 2).

## **MLA FORMATTING GUIDE: WORKS CITED**

1. Center **Works Cited** on the first line of the page (regular font, not bold or italics, and without quote marks). Place the title one inch from the top, then double-space and begin the listing. Page number heading is in the upper right corner, and pagination continues from the previous page.
2. Arrange the sources in alphabetical order according to the first word of the entry. **DO NOT NUMBER THE ITEMS.**
3. Titles of books, webpages, CD-ROM, etc. are italicized.
4. Place unsigned items alphabetically by the first word of the title unless the first word is “a,” “an,” or “the,” in which case the second word determines the alphabetical position. **Do not add Anonymous or Author Unknown if no author is listed; simply start the entry with the title.**
5. When a source requires more than one line, the second line and all following lines should be indented ½ inch so that the names of the authors will stand out on the page.
6. **Double space entire Works Cited page. No single spacing or extra spacing.**
7. If the listing includes more than one work by the same author, it is not necessary to repeat the author’s name with each entry. Use three dashes ---, followed by a period (---.) in place of the name in all listings after the first. List the sources alphabetically according to the title.
8. Every Works Cited entry must end with the publication medium - print, web, performance, DVD, lecture, TV, etc. Most of these will appear at the end of entries; however, markers to web sources are followed by the date of access.
9. The MLA does not require URLs in its citations for Web entries; however, we require them at MGSH because the nature of the research done at the high school level can make it difficult to track the source without the URL.
10. If your computer automatically creates a hyperlink when you type a URL, you **MUST** change it to a normal font by right clicking on the link, then selecting “remove hyperlink.”
11. If the web address is too long to fit on a line, hit **enter** at an appropriate spot to make it fit, preferably after a slash. **DO NOT** add a hyphen.
12. For electronic sources, if the publishing information for the source is unavailable, use n.p. to show that no publisher or sponsor was provided; use n.d. to indicate that no publication date was provided.

## **MLA FORMATTING GUIDE: WORKS CITED ENTRIES**

### **PRINT SOURCES NOT ACCESSED VIA ELECTRONICS:**

#### **1. Book by one author:**

Berry, Adrian. *The Iron Sun: Crossing the Universe through Black Holes*. New York: Dutton, 1988. Print.

#### **2. Book by two or more authors:**

Francis, R. Douglas, Richard Jones, and Donald B. Smith. *Destinies: Canadian History Since Confederation*. Toronto: Harcourt, 2000. Print.

#### **3. Edited book:**

Sullivan, Walter, ed. *America's Race for the Moon: The New York Times Story of Project Apollo*. New York: Random House, 1982. Print.

#### **4. Book by a corporate author:**

Organization for Economic Co-operation and Development. *Action Against Climate Change: The Kyoto Protocol and Beyond*. Paris: OECD, 1999. Print.

#### **5. Government publication (Name of government followed by name of agency):**

United Nations. Dept. of Economic and Social Affairs. Population Division. *Charting the Progress of Populations*. New York: UN, 2000. Print.

#### **6. Signed news article:**

Olwin, I. B. "Space Technology Puts America Ahead." *St. Paul Dispatch* 16 May 1991: 6A. Print.

#### **7. Signed magazine article:**

Eberhart, James. "Trash in Orbit: Growing Hazard for Astronauts." *U.S. News and World Report* 19 April 1989: 98. Print.

**8. Article, story, or poem from an anthology:**

Gordimer, Nadine. "A Chip of Glass Ruby." *The Language of Literature*. Ed. Arthur N.

Applebee, et al. Evanston: McDougal Littell, 1997. 810-822. Print.

**9. Encyclopedia article:** *If the article is signed (often at the end of the article), use the author's name. If no author is listed, start with the article title.*

Stehling, Kurt R. "Space Shuttle." *Encyclopedia Americana*. 1985 ed. Print.

**10. Signed pamphlet:**

Stanley, C. Maxwell. *Cooperation or Confrontation in Outer Space*. Thirteenth Conference on the United Nations of the Next Decade. Iowa City, Iowa: The Stanley Foundation, 1983.

Print.

**11. Sacred text:**

*The Jerusalem Bible*. Susan Jones, gen. ed. New York: Doubleday, 1985. Print.

**12. Specific dictionary definition** *Note: To cite a specific definition of a word or term, identify the definition's number or letter after the word, in italics, and the abbreviated word "def."*

"Human." Def. 5. *The American Heritage College Dictionary*. 3<sup>rd</sup> ed. 1997. Print.

**13. Lecture or public address:**

Becker, Bart. "World War II." Maple Grove Senior High, Maple Grove, MN. 25 Feb. 2005.

Lecture.

**14. Interview:**

Bernhorn, Arthur. Personal Interview. 15 September 1990.

**15. Television or radio program:**

"Dimension Report Homework." *Your News at 6*. CBS. WCCO, Minneapolis, MN: 13 March 1993. TV.

**16. Sound Recording:**

Foo Fighters. *In Your Honor*. RCA, 2005. CD.

**17. Motion picture not yet on DVD:**

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

**18. Motion picture on DVD:**

*Ed Wood*. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, and Patricia Arquette. 1994. Touchstone, 2004. DVD.

## MLA FORMATTING GUIDE: WORKS CITED ENTRIES

### ELECTRONIC SOURCES:

The basic style for an electronic source includes the following in this order:

- The author and/or editor's name, if available
- The article title in quotation marks
- The title of the website/project/book in italics
- Any version numbers available (revisions, posting dates, volumes, or issue numbers)
- Publisher information, including the publisher name and publishing date (Note: if the publishing information for the source is unavailable, use N.p. to show that no publisher or sponsor was provided; use n.d. to indicate that no publication date was provided.)
- Take note of any page numbers if available; if unavailable, write n. pag.
- Medium of publication
- Date you accessed the material
- URL in angle brackets *Note: The MLA does not require URLs in its citations for Web entries; however, we require them at MGSB because the nature of the research done at the high school level can make it difficult to track the source without the URL.*

**1. E-mail (including email interviews):** *Contents: the name of the message's writer; the subject line of the message (if any), enclosed in quotation marks; a statement of whom the message was sent to; the date of the message; and the medium of delivery.*

Boyle, Anthony T. "Re: Utopia." Message to Daniel J. Cahill. 21 June 1997. E-mail.

**2. Entire Web site:** *Contents: Author's name (if known); title of the site (italics); name of institution affiliated with the site (the publisher or sponsor, if available); date of publication or last update, if available; Web; date of access; and the URL in angle brackets.*

Peterson, Susan Lynn. *The Life of Martin Luther*. N.p., 1999. Web. 9 Mar. 2001.

<<http://pwebnetcom.com/~supeters/luther.htm>>.

**3. A page on a Web site (article, poem, other document not book length):** *Contents: Author's name (if known), article title in quotation marks, followed by the information included for the citation of an entire Web site.*

Shiva, Vandana. "Bioethics: A Third World Issue." *Native Web*. N.p., n.d. Web. 06 September

2013. <<http://www.nativeweb.org/pages/legal/shiva.html>>.

- 4. An article in a Web magazine:** *Contents: Author's name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, date of access, and URL. Remember to use N.p. and n.d. if applicable.*

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009. <<http://alistapart.com/article/writeliving>>.

- 5. A work cited only on the Web:** *Contents: Author's name (if known); title of work, in quotation marks; title of the overall website (italics); electronic publication information, including version number (if known), publisher or sponsor of site. (if not available, use N.p.); date of publication (if not available, use n.d.); web; date of access; and URL of the specific work or document, in angle brackets.*

"Maplewood, New Jersey." Map. *Google Maps*. Google, 15 May 2008. Web. 15 May 2008. <<http://maps.google.com/>>.

- 6. Article from an online database (or other electronic subscription service):** *Contents: Cite these sources just as you would a print magazine or news article source (numbers 6 and 7 in the print source citations list). Follow the magazine or news article citation with the title of the database, italicized, the medium of publication, and the date of access.*

Johnson, Kirk. "The Mountain Lions of Michigan." *Endangered Species Update* 19.2 (2002): 27+. *Expanded Academic Index*. Web. 1 Nov. 2002.

- 7. Article in an online scholarly journal:** *Contents: Author's name/s; the name of the article in quotation marks; the title of the publication in italics; all volume and issue numbers; the year of publication; the page range of the article; the publication medium; the date of access; and the URL. If no pagination is given, use the designation n. pag.*

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009. <<http://www.socwork.net/sws/article/view/60/362>>.

- 8. Article in an online scholarly journal that also appears in print:** *Contents: Cite in the same way as you would an Online Scholarly Journal that does not appear in print.*

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009. <[http://wwwnc.cdc.gov/eid/article/6/6/00-0607\\_article.htm](http://wwwnc.cdc.gov/eid/article/6/6/00-0607_article.htm)>.

**9. Image with an online home:** *Contents: Artist, when available; title of image, in italics; date of composition; institution and city that contain the work; title of database or Website, in italics; medium of publication; date of access; and URL. If no date of composition is available, list n.d.*

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. Web.

*Museo Nacional del Prado*. 22 May 2006. <<http://museo.prado.mcu.es/i164a.html>>.

**10. Web-only image:** *Contents: Artist, when available; the title of the work; the medium of the work; and then the citation format for a website. If work is posted via a username, use the username for the author.*

brandychloe. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009.

**11. Listserv, Discussion group, or blog posting:** *Contents: Cite as a standard Web entry (see number 3 in list of electronic source citations). Include screen names for author when author's name is unknown. If both are known, place real name in brackets after the screen name. Remember if the site publisher isn't known, use N. p.*

Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?"

*BoardGameGeek*. BoardGameGeek, 29 Sept. 2008. Web. 5 April. 2009.

**12. Tweet:** *Contents: When citing a tweet, include the author's real name and in parentheses the author's user name, if both are known and they differ (only use user name if that's the only one known); the entire text of the tweet in quotation marks without changing the capitalization; the date and time of the tweet; and the medium of publication (Tweet).*

Athar, Sohaib (ReallyVirtual). "Helicopter hovering above Abbottabad at 1AM (is a rare event)."

1 May 2011, 3:58 p.m. Tweet.

**13. Online only interview:** *Contents: Name of interviewee; title of interview (if available); name of Website in italics; publisher/sponsor name; publication date; medium of publication; date of access; and URL. If title of interview is not given, add "Interview (unformatted)" instead of title.*

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*. Skewed &

Reviewed, 2009. Web. 15 Mar. 2009. <[http://sto-forum.perfectworld.com/](http://sto-forum.perfectworld.com/showthread.php?t=18557)

[showthread.php?t=18557](http://sto-forum.perfectworld.com/showthread.php?t=18557)>.

**13. Digital Files (PDFs, MP3s, JPEGs):** *Contents: Generally cite as a traditional web source. If not, follow this format: Author's name; name of the work; date of creation; medium of publication. Use digital file when medium cannot be determined.*

Bentley, Phyllis. "Yorkshire and the Novelist." *The Kenyon Review* 30.4 (1968): 509-22. *JSTOR*.

PDF file.

**14. Kindle/eReader texts (digital files that exist separate from the web):** *Contents: Generally start the citation as a similarly published print source then end it with the word "file."*

Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage*. New York: Farrar, 2010.

Kindle file.

**15. YouTube videos:** (from the *Purdue OWL* <https://owl.english.purdue.edu/owl/resource/747/08/>) The MLA does not currently prescribe a citation style for *YouTube* videos. Based on MLA standards for other media formats, we feel that the following format is the most acceptable for citing *YouTube* videos: *Author's Name or Poster's Username. "Title of Image or Video." Media TypeText. Name of Website. Name of Website's Publisher, date of posting. Medium. date retrieved.*

Shimabukuro, Jake. "Ukelele Weeps by Jake Shimabukuro." Online video clip. *YouTube*.

*YouTube*, 22 Apr. 2006. Web. 9 Sept. 2010. <[http://www.youtube.com/watch?](http://www.youtube.com/watch?v=puSkP3uym5k)

[v=puSkP3uym5k](http://www.youtube.com/watch?v=puSkP3uym5k) >.

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- Nunberg, Geoffrey. *The Way We Talk Now*. Boston: Houghton Mifflin, 2001. Print.

## **APA STYLE FORMAT OVERVIEW**

The APA (American Psychological Association) format places greater importance on the date of publication than the MLA format. While MLA format is typically taught in freshman composition courses and used in language courses and careers, APA format is used in areas of study where the date of publication is more significant—areas of the social sciences like psychology and sociology and other areas like business and nursing.

APA style directs format in various areas. This Writing Guidelines will teach formatting for in-text citations, end notes/footnotes, and the resource page.

For more specific information on APA style format, please visit the Purdue OWL for [citations](#), [footnotes and endnotes](#), and [reference list](#).

NOTE: Use the style guide that your teacher specifies (MLA or APA). If none is specified, ask your teacher.

## **APA FORMAT FOR IN-TEXT CITATIONS**

### **1. Basic APA in-text citation format**

When citing in the text of your essay, use the author's last name, followed by a comma and the date of publication. This will appear in parentheses and be followed by a period: (Patel, 2014).

If the citation is worked within the sentence, cite the author's last name followed by the date in parentheses.

- According to Patel (2014), ...
- Patel (2014) discovered that...

The page number will appear at the end of the citation, in parentheses, in the following manner: (p. 213). Like MLA format, APA format requires the period to go after the parenthetical citation of page number, not before. Citations for page numbers are required in the text for quotations and are optional for paraphrases. For paraphrases, still include the author's last name and the date of publication in the manners listed above.

### **2. APA format for sources with multiple authors**

For sources with multiple authors, include both names along with the date of publication in parentheses.

- In the study by Gonzalez and Jones (2012), ...
- Cisse and Gerard (2011) discovered...

With three to five authors, use all of their names along with the date of publication. With an in-text citation, use the word "and" following a comma.

- According to Gonzalez, Jones, Patel, Cisse, and Gerard (2010), ...

With three to five authors in a parenthetical citation at the end of a quotation, use all of their names along with the date of publication. With a parenthetical citation, use an ampersand (&) preceded by and followed by a comma.

- (Gonzalez, Jones, Patel, Cisse, & Gerard, 2010)

With three to five authors, after the first citation, you may use just the first author's name followed by the words "et al." (which means "and others") and the date of publication.

- In the writing of Gonzalez et al. (2010), ...
- (Gonzalez et al., 2010)

With six or more authors, use the first author's last name and the words "et al." and the date of publication for every citation.

- Xiong et al. (2013) state that ...
- (Xiong et al., 2013)

#### **4. APA format for sources with no author listed**

If no author is listed, use the title of the work in place of the author's name. with a book or report, italicize the title; with an article, chapter, or other partial work, put in parentheses.

- According to "*Case Studies of Psychological Disorders*" (2014), ...
- ("*Case Studies of Psychological Disorders*," 2014)

#### **5. APA format of other source types**

Please visit [the Purdue OWL](#) for other citation types that you could not find here.

## **APA STYLE FORMAT FOR RESOURCE PAGE**

Format for the resource page is the same as the style for the Works Cited Page in MLA format. Read page 8 in the Writing Guidelines.

Here are the few differences in rules:

1. The title of the page is References.
2. With articles by the same author, put them in order according to the date of publication from the earliest to the most recent.
3. Keep the same punctuation and capitalization as appeared in the original document.
4. Capitalize all major words in journal titles.
5. In article titles, books, chapters, and Web pages, only capitalize the first word, proper nouns/pronouns/adjectives, and the first word after a hyphen. Do not capitalize the second word of a hyphenated compound word.
6. Do not italicize the titles of shorter works such as chapters or journal articles.

### **APA STYLE RESOURCE PAGE, PRINT SOURCES (examples from the [Purdue OWL](#). Refer there for additional questions)**

#### **1. General format for an APA journal source:**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <http://dx.doi.org/xx.xxx/yyyy>

#### **2. One author: last name first, followed by first name initials.**

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

#### **3. Two authors: last name and initials. Use an ampersand instead of “and.”**

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

**4. Three to seven authors: last name and initials, with commas separating and an ampersand before the final name.**

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S.

(1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

**5. More than seven names: Do the same as three to seven authors, but after the sixth name, follow the comma with an ellipses and the final name (there should be no more than seven names).**

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . .

Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

**6. Organization as author: The full organization title (no abbreviation) appears as the author. Only do this if the organization is NAMED as the author. NOTE: What follows is not a full citation.**

American Psychological Association. (2003).

**7. General APA format for a book (NOTE: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).)**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*

Location: Publisher.

**8. Edited book, no author**

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

**9. Edited book with an author**

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

## 10. Article in an edited book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

## APA STYLE RESOURCE PAGE, ELECTRONIC SOURCES

### 1. Article from an online journal: Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

### 2. Article from a database: APA does not require that you specify you retrieved the article from a database. Here are some hints in case you need to indicate the database: Include the print source information so people can find it, and if it's located online, include a homepage URL.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range. Retrieved from <http://www.someaddress.com/full/url/>

### 3. Newspaper article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from [http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?\\_r=0](http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?_r=0)

**4. Chapter/section from an online book or report**

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://www.someaddress.com/full/url/>

Engelshcall, R. S. (1997). Module mod\_rewrite: URL Rewriting Engine. In *Apache HTTP Server version 1.3 documentation* (Apache modules). Retrieved from [http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

**5. Email: not cited in resource list but are indicated in the text parenthetically: (E. Robbins, personal communication, January 4, 2001).**