

THETFORD ACADEMY STYLE SHEET FOR RESEARCH PAPERS, ESSAYS, AND ANTHOLOGIES

You will write formal research papers and essays for many classes during your time at Thetford Academy. These formal papers demonstrate your ability to comprehend information from independent sources and to draw a conclusion. When you get into the habit of writing well-structured research papers and essays, you will be better prepared for the demands of education and profession beyond TA. (There is life after high school!) Each teacher will guide you through the preliminary stages of stating your thesis, assembling source material, outlining your arguments and writing rough drafts. This style sheet sets forth the standards used throughout the school for the final paper.

FORMAT

Middle School

- Type your papers neatly (double-spaced) if your teacher requires that.
- Check your spelling and grammar; it must be correct. On your final draft you may make a few minor corrections using blue or black ink. If you cannot type your papers, write them neatly in blue or black ink. Don't write your final draft in pencil on pages torn from your notebook.
- Sentences must be complete. Paragraphs will be of reasonable length. If required by your teacher, include references and works cited pages according to the forms below taken from the *MLA Handbook for Writers of Research Papers*.

Warning: Spell-checkers will accept words spelled correctly which are not appropriate in context. You are responsible for choosing the correct word. Research papers include references and works-cited pages (according to the forms below). You may not simply copy from an encyclopedia.

High School

- Type your papers neatly using a typewriter or word processor (double-spaced). Hand-written papers are acceptable only by prior special arrangement with the teacher.
- Include a title page which contains your name, the name of the course for which the paper is submitted, the date, and the teacher's name. Center the title on the page.
- Use the spell-checker and the grammar-checker but remember that you are ultimately responsible for the correctness of the paper. Paragraphs will be of reasonable length. Research papers use a formal style of English. Include references and works-cited pages according to the forms below taken from the *MLA Handbook for Writers of Research Papers*. There are copies of this book in many classrooms and in the library. The following pages will show you how to document sources correctly.
- Finish your paper three days before it is due. Let your subconscious mind review it critically. Then, after you have been distracted by other classes, sports, social and domestic activities, read it yourself with a critical eye. You may make minor corrections in black ink neatly above the typed lines.

SOURCE MATERIAL

Why should you document your sources of information?

1. You can help your readers with their research: if your readers want to find the source of your quotation to paraphrase, they can locate it exactly.
2. You help your readers distinguish between your ideas and the unique ideas of others, between common knowledge and the unique information that you found in your sources. You must distinguish between these things, otherwise you imply that everything in your paper is your own or that the information in your paper is common knowledge. You show your readers which sources shaped your thinking.
3. You need to give credit to the work of others, because using writers' ideas without giving them credit is theft of intellectual property. It is called "plagiarism," and it is a very serious mistake.

Plagiarism is the act of using someone's unique ideas, information or words without giving credit to your source.

Students at Thetford Academy are reminded that plagiarism is never acceptable anywhere. Submit your own work. Plagiarized papers often receive a grade of zero and often may not be resubmitted after the plagiarized material is identified. How do you document your sources so that you will not be guilty of plagiarism? You need to use a footnote, an end note, or an in-text citation for each bit of information or quoted material that you use. You also need to use a works-cited page. Your teacher will give you specific information for each project. The formats for in-text parenthetical citations and bibliographies / works-cited are shown on the next pages.

HOW TO DOCUMENT SOURCES IN YOUR TEXT

Parenthetical Documentation

Wherever you use someone else's words, facts, or ideas, you must indicate where you found the material. To do this, place the author's last name and a page reference in parentheses. If an author's name is not available (often true for electronic sources), use the document title. An example of parenthetical documentation using the author's last name is given on the next page:

Medieval Europe was a place both of "raids, pillages, slavery, and extortion" and of "traveling merchants, monetary exchange, towns if not cities, and active markets in grain" (Townsend 10).

Notice that the quotation marks end before the parentheses, and the period goes after. (See the "Townsend" listing on the sample *Works Cited* page to see how the above citation corresponds to it.) Here is an example of parenthetical documentation without using an author's last name:

Amy Lowell developed an interest in Japanese poetry which "led her to collaborate with translator Florence Agscough on *Fir-Flower Tablets* in 1921" ("Amy Lowell").

See the "Amy Lowell" listing on the *Works Cited* page to see how the citation corresponds to it. Remember, as a **rule of thumb**, two items go in the parentheses:

- 1) the term or word that first appears for the source as it is listed on your Works Cited page
- 2) the page number where you found this information, if available

NOTE: Other ways to document your sources are with **footnotes** (references at the bottom of the page on which you use the material you have borrowed) and **end notes** (references written in the same form as footnotes and collected together numerically at the end of your paper just before your works-cited page). For directions on how to use these properly, consult *MLA Handbook for Writers of Research Papers*.

HOW TO MAKE THE LIST OF WORKS CITED

Once you have finished your paper or anthology, you will need to put together a **works-cited page** where you list the books and sources that you cited in your paper.

Format

Provide the page number in the upper right-hand corner, and center the title, *Works Cited*, an inch from the top of the page. Double-space between the title and the first entry. Begin each entry flush with the left margin; if it runs more than one line, indent the rest of the entry one half inch (or a tab). Double-space the whole list. Be complete and accurate in listing your works cited. Intermingle alphabetically into one list the books, newspaper articles, encyclopedia articles, electronic materials, and other kinds of sources you use. Put the works cited page(s) at the very end of your paper. (**See sample at end of handbook.**)

NOTE: If you wish to include other sources consulted during your research whose contents are not specifically cited in parenthetical documentation, you may add a **Selected Bibliography** page after the works cited page. Follow guidelines on the TA Style Sheet for each entry.

Arrangement of Entries

The following samples¹ show formats for some of the most common sources. (Each example is included or the sample works cited page.) Double space throughout. **Use punctuation exactly as shown** in examples. After the first line in each reference, indent the rest of the entry one half inch (or a tab). Do not use the labels on the samples here in your works cited.

BOOKS:

- complete name of the author(s) or editor(s)
- full title (underlined)
- place
- name of publisher
- date of publication

anonymous (no author):

A Guide to Our Federal Lands. Washington: Nat'l Geographic Soc., 1984.

one author:

Bulfinch, Thomas. Mythology. New York: Dell, 1959.

Fairbanks, Carol. Prairie Women: Images in American and Canadian Fiction. New Haven: Yale UP, 1986.

two or more authors:

Brystydzinski, Jill M., and Estelle P. Resnik. Women in Cross-cultural Transitions.
Bloomington, IN: Phi Delta Kappa Educational Foundation, 1994.

an introduction, preface, foreword, afterward:

Johnson, Edgar. Afterward. David Copperfield. By Charles Dickens. New York: Signet-NAL, 1962.433

a book with editor and author:

Britton, James. Prospect and Retrospect. Ed. Gordon Pradl. Upper Montclair, NJ: Boynton, 1982.

¹Sources for these examples come from Joseph Gibaldi and Walter S. Achtert, MLA Handbook for Writers of Research Papers, 5th ed (New York: MLA, 1999.), Joseph Gibaldi, MLA Handbook for Writers of Research Papers, 6th ed (New York: MLA, 2003), Patrick Sebranek, Verne Meyer and Dave Kemper, Write for College (Wilmington MA: Great Source Education Group, 1997) 312-360; Toby Fulwiler, Alan R. Hayakawa and Cheryl Kupper, The College Writer's Reference (Upper Saddle River, NJ:Prentice Hall, 1996) 356-367.

an anthology or compilation

Diclerico, Robert E., and Allan S. Hammock, eds. Points of View. 3rd ed. New York: Random House,1986.

Diyanni, Robert, ed. Literature: Reading Fiction , Poetry, and Drama. New York: McGraw-Hill, 1994.

a work in an anthology:

If you are citing an essay, a short story, a poem, or another work that appears within an anthology, you need to provide the following information:

- author's name
- title of the document (if no author's name is available, begin entry with this)
- title of work
- translator (if relevant)
- name of editor, or compiler of anthology
- publishing information (city, publisher, date)
- page numbers of cited piece

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

Frost, Robert. "The Road Not Taken." The Norton Anthology of Modern Poetry. Eds. Richard Ellmann and Robert O'Clair. New York: W.W. Norton & Company, 1988.

an article in a reference book or general encyclopedia:

Bartlett, John, ed. *Familiar Quotations*. Boston: Little, 1980.

Jansen, Marius B. "Samurai." *The World Book Encyclopedia*. 1996 ed.

"Thetford." *Webster's New Geographical Dictionary*. 1988.

NOTE: Editor(s) are treated exactly like authors, except add the abbreviation "ed" or "eds" after the name.

CITING ARTICLES IN PERIODICALS (print version):

Magazines, newspapers and other media are treated differently. There is a specific format for each type of source. If you have found information in a source which does not look like the examples below, ask your teacher or librarian, or consult the *MLA Handbook for Writers of Research Papers*. You need:

- author's name
- title of article
- periodical, or journal title (underlined)
- series number or name
- volume number
- issue number
- date of publication
- page numbers

an article in a newspaper:

Fuerbringer, Jonathan. "Budgetary Rhythms." New York Times 20 Mar. 1987,
late ed.: A8.

an article in a magazine:

Lamb, Douglas H., and Glenn D. Reeder. "Reliving Golden Days." PsychologyToday
June 1986: 22+.

anonymous article (article with no author):

"Drunk proofing Automobiles." Time 6 Apr. 1987: 37.

INTERVIEWS, UNPUBLISHED WRITINGS/SAYINGS:

- name
- title or description
- date

a writing:

Morton, Julie. Unpublished poem. 4 Dec 1995.

a saying:

Sorenson, Nissa. Hallway conversation. 14 Feb 1997.

Ward, Caleb. Telephone interview. June 1993.

OTHER MISCELLANEOUS PRINT AND NONPRINT SOURCES

a recording (record, tape or CD):

For a commercially available recording, provide the name of the composer or performer, the title of the recording (underlined), the artist or artists, the manufacturer, and the year of issue.

The Pretenders. Learning to Crawl. LP. WEA Records Ltd., 1983.

Raitt, Bonnie. Nick of Time. Capital Records, 1989.

If you are citing a specific poem or song, place its title in quotation marks.

Frost, Robert. "The Road Not Taken." Robert Frost Reads His Poetry. Caedmon, TC
1060, 1956.

Townsend, Pete. "Won't Get fooled Again." Pete Townsend and John Williams. The
Secret Policeman's Ball. LP. Island records, 1980.

recording liner notes or booklet:

In citing the lyrics, liner notes, or booklet accompanying a recording, give the author's name, the title of the material (in quotation marks), and a description of the material. Then, provide the usual bibliographic information for a recording.

Cassablanca, Julian. "Reptillia." Lyrics. Room on Fire. The Strokes. RCA Records, 2003.

Lewiston, Davi. Liner notes. The Balinese Gamelan: Music From the Morning of the
World. LP. Nonesuch, n.d.

a film or video recording:

A film entry usually begins with the title, underlined, and includes the director, the distributor, and the year of release. You may include other data that seem pertinent--such as the names of the writer, performers, and producer--between the title and the distributor.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel
Barrymore, and Thomas Mitchell. RKO, 1946.

Like Water for Chocolate [Como agua para chocolate]. Screenplay by Laura Esquivel.

Dir. Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne.
Miramax, 1993.

reference on CD-ROM:

"Al Capone." Chronicle of the 20th Century. CD-ROM. New York: DK Multimedia, 1996.

FROM THE INTERNET (electronic publications):

Use the following information in the following order for internet sources. If an item on this list is not available, simply leave it out:

- Author's name (it normally appears at the beginning or the end of the document)
- Title of the document (if no author's name is available, begin entry with this)
- Information about print publication (if the document gives information pertaining to previous print publication, provide information as indicated for books or periodicals above)
- Title of the site (underlined)
- Date of electronic publication or latest update
- Name of sponsoring organization
- Date of access (the date you visited the site)
- URL (electronic address, enclosed in angle brackets)

an internet source with web site title, but no author:

"Amy Lowell." Poets.org. 13 June 2001. The Academy of American Poets. 5 Aug. 2004.

<<http://www.poets.org/poets/poets.cfm>>.

The above entry includes the title of the document ("Amy Lowell"), the title of the web site (Poets.org), the date of the most recent update (13 June 2001), the name of the sponsoring organization (The Academy of American Poets), the date the site was visited, and the url address (enclosed in angle brackets).

an internet source with author, but no web site title:

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." 12 Nov. 1994: n.p.

5 Dec. 1994. <<http://www.ccs.neu.edu/home/lpb/mud-history.html>>.

a work from an online library subscription service:

Chang, Kenneth. "For Scientists, It's Hard to Love Venus." New York Times. 13 June 2004,

WK5. Gale. Thetford Academy, VT. 16 June 2004

<<http://web1.infotrac.galegroup.com>>.

"The 2004 Summer Olympics: Athens, Here We Come." The New Book of Knowledge.

Grolier. Thetford Academy, VT. 16 June 2004 <<http://nbk-ada.grolier.com>>.

E-Mail Communication:

Danford, Tom. "Monday Greetings." E-mail to Terry Craig. 13 Sept. 1993.

Lancashire, Ian. e-mail to EXPLORE listserv. 1 Mar. 1994.

Newlist or Newsgroup:

Bruckman, Ann P. "Facts about Tori and Eric," 20 Dec. 1994: n. p. Online posting.

Newsgroup rec.music.tori-amos. Usenet. 24 Dec. 1994.

On the next pages you will see a sample works-cited page.

Works Cited

- Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88
- "Amy Lowell." Poets.org. 13 June 2001. The Academy of American Poets. 5 Aug. 2004. <<http://www.poets.org/poets/poets.cfm>>.
- Britton, James. Prospect and Retrospect. Ed. Gordon Pradl. Upper Montclair, NJ: Boynton, 1982.
- Bruckman, Ann P. "Facts about Tori and Eric," 20 Dec. 1994: n.p. Online posting. Newsgroup rec.music.tori-amos. Usenet. 24 Dec. 1994.
- Brystydzienski, Jill M., and Estelle P. Resnik. Women in Cross-Cultural Transitions. Bloomington, IN: Phi Delta Kappa, 1994.
- Bulfinch, Thomas. Mythology. New York: Dell, 1959.
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- Career as an Aerospace-Aircraft Engineer. Chicago: Institute for Research, 1978.
- Cassablanca, Julian. "Reptillia." Lyrics. Room on Fire. The Strokes. RCA Records, 2003.
- Chang, Kenneth. "For Scientists, It's Hard to Love Venus." New York Times. 13 June 2004, WK5. Gale. Thetford Academy, VT. 16 June 2004
<<http://web1.infotrac.galegroup.com>>.
- Danford, Tom. "Monday Greetings." E-mail to Terry Craig. 13 Sept. 1993.
- Diclerico, Robert E., and Allan S. Hammock, eds. Points of View. 3rd ed. New York: Random House, 1986.
- "Drunk proofing Automobiles." Time 6 Apr. 1987: 37.
- Fairbanks, Carol. Prairie Women: Images in American and Canadian Fiction. New Haven: Yale UP, 1986.
- Frost, Robert. "The Road Not Taken." Robert Frost Reads His Poetry. Caedmon, TC 1060, 1956.
- Fuerbringer, Jonathan. "Budgetary Rhythms." New York Times 20 Mar. 1987, late ed.: A8.
- Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: The Modern Language Association of America, 2003.

A Guide to Our Federal Lands. Washington: National Geographic Society, 1984.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

Jansen, Marius B. "Samurai." The World Book Encyclopedia. 1996 ed.

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

Lamb, Douglas H., and Glenn D. Reeder. "Reliving Golden Days." Psychology Today June 1986: 22+.

Lancashire, Ian. E-mail to EXPLORE listserv. 1 Mar. 1994.

Like Water for Chocolate (Como agua para chocolate). Screenplay by Laura Esquivel.

Dir. Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne.

Miramax, 1993. Nonesuch Explorer Ser., H-2015, n.d.

"Melodeon." Encyclopedia Americana. 1985 ed.

Morton, Julie. Unpublished poem. 4 Dec 1995.

The Oxford English Dictionary. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.

The Pretenders. Learning to Crawl. WEA Records Ltd., 1983.

Raitt, Bonnie. Nick of Time. Capital Records, 1989.

Sorenson, Nissa. Hallway conversation. 14 Feb 1997.

Townsend, Pete. "Won't Get fooled Again." Pete Townsend and John Williams. The Secret Policeman's Ball. Island records, 1980.

Townsend, Robert M. The Medieval Village Economy. Princeton: Princeton UP, 1993.

"The 2004 Summer Olympics: Athens, Here We Come." The New Book of Knowledge.
Grolier. Thetford Academy, VT. 16 June 2004 <<http://nbk-ada.grolier.com>>.

Ward, Caleb. Telephone Interview. June 1993.