



South Fayette School District

A Secondary MLA Writer's Reference Manual



2007-2008

Introduction

This manual is the style guide to be used by students of South Fayette School District. It is based on the MLA format for writing and documenting research papers. This style guide is a tool for teachers and students to use for the research process. It highlights the most commonly used ways to document sources. For more in-depth information concerning the MLA format, please consult one of the following sources used for this booklet. Please note that the following examples look like an excerpt from a Works Cited page. They are in hanging bibliography format, and they are in alphabetical order. If you have other questions about the MLA format and they are not addressed in this booklet, please consult the first website listed.

Darling, Charles. *A Guide for Writing Research Papers Based on Modern Language*

Association (MLA) Documentation. 12 June 2002. 13 Feb. 2003

<<http://webster.comnet.edu/mla/index.shtml>>.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: The Modern Language Association, 2001.

Hacker, Diana. *A Writer's Reference*. 5th ed. New York: Bedford/St. Martins, 2003.

Sorenson, Sharon. *A Quick Reference to the Research Paper*. New York: Amsco, 1999.

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Plagiarism

Plagiarism is, either intentionally or unintentionally, taking someone else's work and using it as though it were your own. It is easy to avoid plagiarism as long as you remember you must never use someone else's ideas as if they were your own. Plagiarism is a serious offense that may involve a failing grade or failing the course.

Hints for Avoiding Plagiarism

1. When you quote from a source, use quotation marks and give credit to the source.
2. When you reword or summarize a passage, give credit to the source.
3. When you use statistics, give credit to the source.

Of course, you do not have to cite your own ideas and interpretations of the material.

Thesis Statement

Most research assignments ask you to form a thesis, a statement of the main idea of the paper, and to support that thesis with three well-organized lines of support or defense. The thesis should be the last sentence of the introductory paragraph. Remember to use transitions as you link the three points of your thesis together. Also, do not forget to restate your thesis as the first sentence in your conclusion paragraph. When you restate your thesis, make sure to use some different wording.

Sample Thesis Statements from South Fayette Graduation Projects

Smoking, using drugs, and drinking alcohol should be avoided during pregnancy because they adversely affect the fetus and often contribute to its medical problems from infancy to adulthood.

Jackie Kosik

The auditory, visual, and kinesthetic teaching methods are valuable ways for teachers to enhance the learning process.

Christopher Smith

The three most important aspects of computer innovation during post-World War II include the development of the Internet, the creation and advancement of Microsoft Windows Operating System, and the improvement of memory and data storage in computers.

Joe Welch

In order to tolerate living with bipolar disorder, a person must obtain an understanding of the disorder, cope with the symptoms of the disease, and find a better life through treatment.

Jen Laurin

Students who wish to write successful research papers must know as much as possible about the library's reference works, the online catalog of holdings, and must be knowledgeable about finding useful Internet sources.

MLA Handbook for Writers of Research

Capitalization Rules for Titles

- ◆ Capitalize the first word and the last word of a title.
- ◆ Always capitalize the following parts of speech:
 - Nouns-Capitalize *adventures* in *The Adventures of Tom Sawyer*.
 - Pronouns-Capitalize *our* in *Save Our Children*.
 - Verbs-Capitalize *are* in *Rosencrantz and Guildenstern Are Dead*.
 - Adjectives-Capitalize *ugly* in *The Ugly Duckling*.
 - Adverbs-Capitalize *down* in *Go Down, Moses*.
- ◆ Capitalize subordinating conjunctions (for example: *after, although, because, before, if, until, and when*) Capitalize *if* as in *One If by Land*.

Do **not** capitalize the following when they fall in the middle of a title:

- ◆ Articles (*a, an, the* as in *The Old Man and the Sea*)
- ◆ Prepositions (for example: *about, in, on, to, between, of* as in *Lord of the Flies*)
- ◆ Coordinating conjunctions (for example: *and, but, or, nor, for, so, yet* as in *Romeo and Juliet*)

Ignore capitalization of words in titles on the Internet because they are often incorrect. Use proper MLA format rules for capitalization of titles.

Punctuation Rules for Titles

Underline or use italics for the following:

- ◆ Names of books (*The Grapes of Wrath, Of Mice and Men*)
- ◆ Names of plays (*The Crucible, Hamlet*)
- ◆ Long poems published as books (*Paradise Lost*)
- ◆ Names of pamphlets (*Pennsylvania Driver Manual*)
- ◆ Names of periodicals such as newspapers, magazines, journals (*Wall Street Journal, Time*)
- ◆ Names of films (*Lord of the Rings, Schindler's List*)
- ◆ Names of radio and television shows (*Dateline, Dawson's Creek, Friends*)
- ◆ Names of compact discs, audiocassettes, and record albums (*A Place in the Sun*)
- ◆ Names of musical productions (*The Nutcracker*)
- ◆ Names of paintings and works of sculpture (*Mona Lisa, David*)
- ◆ Names of ships, aircraft, and spacecraft (*Titanic, Spirit of St. Louis, Columbia*)
- ◆ Names of comic strips (*Dilbert, Cathy*)
- ◆ Names of software (*PowerPoint, WordPerfect*)
- ◆ Names of websites (*Barron's Online*)

Titles in Quotation Marks

- ◆ Names of newspaper articles ("Rise in Aid to Education Is Proposed")
- ◆ Names of magazine articles ("Oprah Interviews Elie Wiesel")
- ◆ Names of encyclopedia articles ("Anorexia")
- ◆ Names of essays in a book ("The Fiction of John Steinbeck")
- ◆ Names of short stories ("The Bet," "Where Have You Gone, Charming Billy?")
- ◆ Names of poems ("The Raven," "We Real Cool")
- ◆ Names of chapters in books ("The American Economy before the Civil War")
- ◆ Internet article titles ("Steroid Use")

Documenting Sources

The method of documentation used most frequently in high schools and colleges today is called parenthetical citation or parenthetical documentation. Your research paper should have many parenthetical citations because you must give credit to the person or source that provided you with the information.

What should be cited with parenthetical citations?

- ◆ You must cite all direct quotations. Quotations from authorities such as professors, doctors, researchers, and organizations are excellent support whether you are writing a persuasive or informative research paper. Your quotation should be enclosed in quotation marks, and you should comment on the quotation. You may also include a partial quotation in your sentence. This is especially helpful if you are including a list.
- ◆ You must cite information that is paraphrased.
- ◆ You must cite statistics and other facts.
- ◆ You must cite cartoons, graphs, charts, or diagrams.
- ◆ You must cite a story you might include to illustrate a point.
- ◆ You must vary and integrate your parenthetical citations and not use them in every sentence. Make sure that some of your paper is your analysis of the information.

You do **not** cite information considered common knowledge. Information that is common knowledge is information that people already know or information that is considered to be common knowledge because it is easily found in a number of sources.

How do I write a parenthetical citation?

- ◆ Typically the parenthetical citation includes the last name of the author and the page number of the information. Once you end the sentence, put your parenthetical citation in parentheses and include the page number. The period at the end of the sentence will be placed after the parenthetical citation. There is **no** comma between the author's last name and the page number. The parenthetical citation refers to an entry on the Works Cited page. Anything listed on the Works Cited page should have at least one parenthetical citation within the paper.
Example-(Jones 5).
- ◆ If two or three names begin an entry give the last name of each person.
Example-(Hippert, Bisignani and Kosik 10).
- ◆ If there are more than three authors, give the first one followed by *et al.*
Example-(Hippert et al. 10).

- ◆ If you have more than one author with the same last name, use the first name initial.
Example-(J. Smith 100) and (M. Smith 12).
- ◆ If there is no author as is often the case with an internet article, write the name of the article enclosed in quotation marks and then put the page number. If the Internet article has no page numbers, number them yourself beginning with page one.
Example-("How to Be an Excellent Student" 3).
- ◆ If you include the name of the author in the text, all you must include in the citation is the page number.
Example-Bush has argued his point (2).
- ◆ It is possible to include multiple numbers in a citation.
Example-("How to Be an Excellent Student" 10-11).

Works Cited

A Works Cited page should appear at the end of your research paper with the title Works Cited. It is not bolded, italicized, underlined or written in a larger font. The Works Cited page is an alphabetized, unnumbered list of the publication information of each of the sources you used in your research paper. Do **not** include sources here that are not actually cited in your paper. Creating a Works Cited page requires you to be very careful to follow all of the rules.

Works Cited Examples

Please note that all entries are double-spaced and use the hanging bibliography format which indents the second and succeeding lines five spaces or one tab.

Book by One Author

Author (Last name, First name). *Title of the Book*. City of Publication: Publishing Company,
Copyright Date.

Steinbeck, John. *Of Mice and Men*. New York: Penguin Books, 1995.

Book By Two Authors

Author (Last name, First name), and Author (First name Last name). *Title of the Book*. City of
Publication: Publishing Company, Copyright Date.

Hyde, Margaret O., and Elizabeth Forsyth. *Suicide: The Hidden Epidemic*. New York: Houghton, 1999.

Book by Three Authors

Author (Last name, First name), Author (First name Last name), and Author (First name Last name). *Title of the Book*. City of Publication: Publishing Company, Copyright Date.

Berry, Johnson, Jr., Jonathan Ford, and Tad Jones. *Up From the Cradle of Jazz*. Athens: Random, 2000.

Book with Four or More Authors

Author (Last name, First name), et al. *Title of the Book*. City of Publication: Publishing Company, Copyright Date.

Porter, Roy E., et al. *The Writer's Manual*. Palm Springs: ETC, 2003.

Book with No Author

Title of the Book. Place of Publication: Publishing Company, Copyright Date. *Flower Arranging*. Chicago: Simon, 2000.

Book with an Editor or Editors

Editor (Last name, First name), ed. *Title of the Book*. Place of Publication: Publishing Company, Copyright Date.

Corning, Craig, ed. *Bringing America Home*. New York: Doubleday, 2001.

Neimiller, Jon, and Peggy Smith eds. *Writer's Encyclopedia*. Cincinnati: Writer's Digest, 2001.

Book by Corporate Author/Institution

A corporate author may be a commission, an association, or any other group whose individual members are not identified on the title page.

Corporate Author/Institution. *Title*. Place of Publication: Publishing Company, Copyright Date.

Reader's Digest Association. *America the Beautiful*. New York: Reader's Digest, 1997.

An Article in a Reference Book

Author (Last name, First name). "Article Title." *Title of Reference Book*. edition.

McCormick, Jack. "Tree." *Collier's Encyclopedia*. 2002 ed.

"Computers." *Encyclopedia Americana*. 1997 ed.

The name of the author will be found at the end of the article you used not on the title page. If there is no author at the end of the article, begin with the title of the article.

"Computers." *Encyclopedia Americana*. 2001 ed.

Book in a Series

Author (Last name, First name), ed. *Title of the Book*. Name of the Series. Place of Publication: Publishing Company, Copyright Date.

An example of a book in a series is the Opposing Viewpoints series.

Dudley, William, ed. *Genetic Engineering*. Opposing Viewpoints. San Diego: Greenhaven, 2002.

Mulchay, Robert. *Diseases: Finding the Cure*. Innovators. Minneapolis: Oliver, 1999.

Multivolume Work

Author (Last name, First name). *Title of the Book*. #vols. Place of Publication: Publishing Company, Copyright Date.

Highlan, Joseph. *Encyclopedia of Space Science*. Illustrated ed. 2 vols. New York: Harper, 1997.

Book Published in a Second or Subsequent Edition

Author (Last name, First name). *Title of the Book*. # edition. Place of Publication: Publishing Company, Copyright Date.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: The Modern Language Association, 2001.

Work in an Anthology

Author (Last name, First name). *Title of the Work*. Title of the Anthology. Ed. Editor's Name. Place of Publication: Publishing Company, Copyright Date. Page or page numbers.

Note—At the end of the following entry, 221-76 means page numbers 221 through 276.

Hansberry, Lorraine. *A Raisin in the Sun*. *Black Theater: A Twentieth-Century Collection of the Work of Its Best Playwrights*. Ed. Lindsay Patterson. New York: Dodd, 1971. 221-76.

Pamphlet

Author (If available-Last Name, First name). *Title*. Place of Publication: Publishing Company, Copyright Date.

Outsmarting Crime: A Guide to Safer Living. Washington: Washington State Criminal Justice Training Commission, 2000.

Article from a Magazine

To cite a magazine that is published weekly or bi-weekly, give the complete date in the following order: day, month, year. Abbreviate all months except for May, June, and July. Use the following month abbreviations: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., and Dec. After the date write a colon (:) and the inclusive page numbers of the article. If the article is not printed on consecutive pages, write the page number and a plus sign. Remember that names of magazines are italicized and that magazine article titles are enclosed in quotation marks and are not italicized.

If the magazine is published monthly or bi-monthly, give the month or months and the year. Then use the same information for a weekly magazine.

Author (Last name, First name). "Title." *Magazine* Day Month Year: page(s).

Smith, William. "It Turned Out to Be a Mistake." *Time* 17 May 2000: 22-24.

Author (Last name, First name). "Title." *Magazine* Month Year: page(s).

Jones, Gregg. "Hurray for South Fayette's Little Green Machine!" *Changing Times* Nov.
2001: 10+.

Newspaper Article

Do not use the word "the" at the beginning of a newspaper title. Article titles are enclosed in quotation marks and newspaper titles are italicized. Use the month abbreviations listed above under magazine articles.

Author (Last name, First name). "Title of the Article." *Name of the Newspaper* Day Month
Year, edition: section.

Smizik, Bob. "Reality Takes Bite Out of Steelers." *Pittsburgh Post-Gazette* 11 Sept. 2002,
final ed.: C1.

Interview

Printed in a Periodical

Name (Last name, First name). Interview. *Name of Periodical* Day Month Year, edition:
section.

Gordimer, Nadine. Interview. *New York Times* 10 Dec. 2002, late ed.: C25.

Recorded or Broadcast on Television or Radio

Name (Last name, First name). Interview with Person. *Name of Show*. TV or Radio Station.
Location of Interview. Day Month Year.

Nader, Ralph. Interview with Ray Suarez. *Talk of the Nation*. Natl. Public Radio. WBUR,
Boston. 16 Apr. 1998.

Personal or Telephone Interview

Name of Person Interviewed (Last name, First name). Personal/Telephone Interview. Day
Month Year.

Pei, I. M. Personal interview. 22 July 1993.

Leyland, Jim. Telephone interview. 10 Dec. 2000.

Videotape or DVD

Title of Movie/Video. Dir. + Director's Name (First Name Last Name). Perf. (Performers
Listed by First Name then Last Name with a comma between the names). Year movie
was made. For videotape or DVD, add "Videocassette" or DVD." before the name of the
distributor. Distributor, Year of release.

Hamlet. Dir. Franco Ziffirelli. Perf. Mel Gibson, Glenn Close, Alan Bates, Paul Scofield,
Helena Bonham Carter. 1990. Videocassette. Warner Bros, 1991.

CQ Researcher

Author (Last name, First name). "Article Title." *The CQ Researcher*. Day Month Year:
Page(s).

Jost, Kenneth. "Rethinking the Death Penalty." *The CQ Researcher*. 16 Nov. 2001: 945-986.

Social Issues Resource Series (SIRS)

Author (Last name, First name). "Article Title." *Name of Magazine* Day Month Year

(Located in SIRS, Title of Collection, Volume + Number, No. + number of the article).

Mathey, Carol. "The Case for Sex Roles." *Time* 10 Apr. 1993 (Located in SIRS, *Women*, Vol. 3, No. 72).

World Wide Web Documentation/Internet Online Subscription Databases

In order to remove the underline from the electronic address/URL, right click on the address, click hyperlink, click select hyperlink, click edit hyperlink, and then click remove link.

Author of Article (Last name, First name). "Title of Article." *Name of Periodical* Date of publication: Number range for pages-if given. *Name of Database*. Name of Library where information was accessed, City of the library. Date of access <Electronic address/URL of database in angle brackets>.

Ebsco and SIRS Discoverer can be found in Power Library.

◆ EBSCO

Lanken, Dane. "When the Earth Moves." *Canadian Geographic* March 1996: 66-73. *Master File Premier Online*. EBSCO. South Fayette High School Library, McDonald, PA. 3 Feb. 2003 <<http://web4epnet.com/delivery.asp?tb>>.

◆ SIRS DISCOVERER

Madden, Gary. "Against All Odds." *Cricket* Feb. 1998: 21-23. *SIRS Discoverer*. SIRS Discoverer on the Web. South Fayette High School Library, McDonald, PA. 3 Sept. 2002 <<http://www.sirs.com>>.

Online Encyclopedia

Author (Last name, First name). "Title of the Subject." *Name of the Online Encyclopedia*. Year. Name of Encyclopedia Online. Day Month Year <Electronic address/URL>.

Miller, Jerry. "Owl." *Encyclopedia Americana Online*. 2002. Grolier Online. 8 Feb. 2002 <<http://go.grolier.com:80/>>.

An Entire Website

Author (Last name, First name). *Title*. Date of publication. Date of access <Electronic address/URL in angle brackets>.

Peterson, Susan Lynn. *The Life of Martin Luther*. 1999. 9 Mar. 2003 <<http://pweb.netcom.com/~supeters/luther.htm>>.

Corporate/Group Author

Name of Author or Corporate Author. *Title*. Date of publication. Date of Access <Electronic address/URL in angle brackets>.

United States. Environmental Protection Agency. *Values and Functions of Wetlands*. 25 May 1999. 24 Aug. 2002 <<http://www.epa.gov-owow/Wetlands/facts/fact2.html>>.

Site with No Title

Author (Last name, First name). Home Page. Date of publication. Date of access <Electronic address/URL in angle brackets>.

Block, Marylaine. Home Page. 5 Mar. 2003. 1 Apr. 2003 <<http://www.marylaine.com>>.

Short Work from a Website

Author (Last name, First name). "Title." *Title of the Site*. Date of publication. Date of access <Electronic address/URL in angle brackets>.

Shiva, Vandana. "Bioethics: A Third World Issue." *NativeWeb*. 15 Sept. 2002. 25 Jan. 2003 <<http://www.nativeweb.org/pages/legal/shiva.html>>.

Generic On-Line Material Entry

Author (Last name, First name). "Title of Article." *Online Source*. Date (Day Month Year). Date of access Day Month Year <Electronic address/URL in angle brackets>.

Kaplan, Lisa Faye. "Workplace: On Job Interview, Make Your First Few Seconds Count." *The Detroit News*. 28 Feb. 1999. 22 Aug. 2002 <<http://detnews.com/1999/accent/9702/28/02280028.htm>>.

CD- ROM

"Title." *Name of the Medium*. Number of edition +ed. (If available) CD-ROM. City of Publication: Name of Publisher, Copyright Date.

"Charles Goodyear." *Discovering World History*. CD-ROM. Detroit: GALE, 1997.

What are the rules for formatting an MLA format paper?

Page 1 of an MLA Formatted Paper

- ◆ Page 1 of the report needs to begin your header and page numbers. It will be a running head one-half inch from the top.
- ◆ Page 1 of the report will have the following information one inch from the top on the left side of the page and double-spaced:
 - Your first and last name
 - Your teacher's name
 - The class
 - The date written as Day Month (no abbreviation) and Year (20--)
 - Example-3 January 2005
- ◆ Page 1 of the report then contains the title of your paper centered. Do not increase the font of the title, do not bold it, do not italicize it, and do not underline it. If your title contains a subtitle, use a colon to separate them.
- ◆ Page 1 will contain your opening paragraph(s) that end with your thesis statement, the most important sentence in your paper.
- ◆ Page 1 will begin your first of three lines.

General Paper Rules (Headers, Title Page, Margins, Double-Spacing, Inserting Tables)

- ◆ Continue using the header of your last name and page number through your Works Cited page.
- ◆ Do not use a separate title page unless your teacher requests that you have one.
- ◆ Top, bottom, and side margins should be one inch.
- ◆ The entire paper is double-spaced, including the heading and the Works Cited page.
- ◆ You may insert tables and illustrations by the text to which they refer. Label them Table or Illustration (+ number if you use more than one), give them a title, double-space the table, and use a parenthetical citation below the table or illustration.

Numbers in a Paper

- ◆ Spell out numbers of one or two words or numbers that begin a sentence. Do not use a numeral at the beginning of a sentence. Use figures for numbers that require more than two words to spell out. Numerals may be used if the paper uses a lot of numbers, such as a math-related paper.

Quotations in a Paper

- ◆ Quotations from authorities are excellent to use for support. When you use a quotation, remember to use quotation marks. You may include the entire quotation or parts of a quotation.

Example of an entire quotation:

“It was the best of times, it was the worst of times,” wrote Charles Dickens of the eighteenth century (35).

Example of a partial quotation:

For Charles Dickens the eighteenth century was both “the best of times” and “the worst of times” (35).

- ◆ If the quotation is longer than four typed lines, set it off by beginning a new line that is indented ten spaces or one inch from the left margin, type it double-spaced, do not include quotation marks, and put a parenthetical citation after it. Note that the punctuation at the end of the sentence is placed before the parenthetical citation in an indented quotation.

Example of a quotation longer than 4 lines

At the conclusion of William Golding’s *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

Note—The name of the author does not appear in the parenthetical citation because it appears in the sentence introducing the quotation.

The Senior Graduation Project

The Senior Graduation Project paper should contain the following components:

1. Title Page

The title page of the project includes the following: formal title of the paper, the student's name, Senior Graduation Project- In partial fulfillment of the requirements for graduation from South Fayette High School, and the date of your presentation. This information should be spaced appropriately on the page and should be free from spelling, punctuation, capitalization, and grammar errors. It may contain a picture or border to enhance its appearance.

2. Acknowledgements Page

An acknowledgements page is one that recognizes and thanks those who assisted the student with the project (advisor, mentor, teachers, peers). This page should acknowledge all people who were supportive during this four-year project. The acknowledgement page is double-spaced, should be written in a formal tone and should be free from spelling, punctuation, capitalization, and grammar errors.

3. Table of Contents

Your graduation project must contain a Table of Contents that is titled and lists the major sections of the paper with the corresponding page numbers. The title and acknowledgements page are not included in the Table of Contents. The Table of contents page is double-spaced and is free from spelling, punctuation, capitalization, and grammar errors.

4. Personal Introduction

This will be the first numbered page of your project. The header of this page should have your last name and 1. This page will document the process in which the student has engaged during this four-year endeavor. This page has a title, is written in the first person, and is double-spaced. The information in this section provides the reader with a clear understanding as to how and why this topic was selected. It should be a minimum of one full page in length and should be written in a formal tone. The page(s) should be free of spelling, punctuation, capitalization, and grammar errors.

5. Review of Literature

This page will also contain your last name and page number as the header. This page contains a review of the sources of the information that have been used for this project. This section has a title, may be written in the first person, and is double-spaced. The student will

discuss the viewpoints that were expressed in the various sources and how they shaped and molded the ideas for the final project. This section is a minimum of one full page in length and should be written in a formal tone. The page should be free of spelling, punctuation, capitalization, and grammar errors.

6. The Formal Paper

The paper should contain the following heading: Your name, your advisor's name, Senior Graduation Project, and the date written as Day Month and Year on separate lines, double-spaced, beginning one inch from the top of the first page and flush with the left margin. Use the date that you will do your presentation in front of your panel. The page should also have your last name and the page that follows your Review of Literature. Please make certain that your thesis statement appears as the last sentence in your opening paragraph(s). Proceed through your paper linking your three points or lines of defense with transitions. Integrate the information from your sources. Your last paragraph should have your restated thesis as your topic sentence.

7. Personal Summary

This page will be the last numbered page of your project. The header of this page should have your last name and the last page of your project. This page will explain what the author has learned as a result of the process and the research. This page has a title, is written in the first person, and is double-spaced. It should be a minimum of one full page in length. The page should be free of spelling, punctuation, capitalization, and grammar errors.

Note-Many colleges and universities require students to use the APA (American Psychological Association) method of documentation. This method is slightly different than the MLA (Modern Language Association) method used in high schools. Once you have mastered the MLA method it is easy to adapt to the requirements of the APA method of documentation.



(Developed by Mrs. Christine Kosik and reviewed by members of the English Department during the 2006 – 2007 school year)