

Formatting Your Research Paper

James Logan High School

Logan has adopted the MLA (Modern Language Association) format for its research papers. Some teachers like title pages, and others don't; follow the preference of your instructor. *Keep this handout until you graduate.*

example
without
a title page
→
(standard MLA)

Talkinamee 1

Hugh Talkinamee
Mr. Heckasmart
World History
May 25, 2008

Your Title Goes Here

Your paper without a title page begins here. Indent one-half inch for paragraphs—try hitting the TAB key on your keyboard to do that. The page number goes at the top right after your last name. The page number starts one-half inch from the top of the paper, and the rest of the text—your name on this page, and the text on the following pages—starts one inch from the top.

The best way to do this is to create a *header* in your word-processing program. In the first line of the header, type your name, right justified, followed by a space and an automatic page number (ask your teacher to explain this if this makes no sense to you). After that, put a couple of blank lines in your header to make sure that the rest of the text starts about one inch from the top

Talkinamee 2

of the paper. See that other text at the top-left of the first page (your name, teacher's name, the name of your class, and the date)? It's all double-spaced—that means that there's one blank line between each item. Speaking of double-spacing, please note that everything in the whole paper is double-spaced, and that there are no additional blank lines between paragraphs (the indentation is the only clue that a new paragraph is starting).

The left, right, and bottom margins should be one inch. Your title should be plain, and should look exactly like the text in the rest of your paper. That means, among other things, that it should not be larger than the rest of the text in your paper, nor should it be underlined or italicized or in a different font.

All of the rest of the pages should look like this one except for the Works Cited section at the end of your paper. See the sample Works Cited page and the instructions for formatting the entries toward the end of this handout.

example
with
a title page
→

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Notice that your title is on both the title page and the top of the first page (but not on any other pages). Your second page (and others) should look like the example of the second page above.

Font, Titles, Spacing, Margins:

1. Use a professional-looking 12-point font (examples are Times New Roman, Courier, Palatino).
2. Underline or *italicize* the titles of books, magazines, newspapers, journals, videos, & TV series names.
3. Use quotation marks around titles of speeches, essays, articles, web pages, & names of TV episodes.
4. The title of your paper should be plain—same font, no underline, no quotation marks, no big or bold text.
5. Double space every part of the paper—including the part with your name and the teacher’s name.
6. 1” margins all around (except for the page number, which should be one-half inch from the top).
7. Do not type in all capitals. Use black ink and white paper. Proofread it again after you print it.



Every time you use somebody else’s ideas or facts in your paper, whether you quote your source exactly or paraphrase, you must cite your source (show where your information came from). Do this in two places:

1. In parentheses just after the idea or fact (see below).
2. In a list of “Works Cited” at the end of your paper (see the next two pages).

Examples of what to write in parentheses:

BOOK (<i>In this example, Goldman is the author; 279 is the page #.</i>)	Joseph McCarthy was not aware that he had done anything wrong in the hearing (Chan 279).
BOOK, AUTHOR NOT GIVEN (<i>Book titles are underlined.</i>)	Senator McCarthy “spread out his hands in a gesture of puzzlement” after the Senate hearing (<u>The Final Days</u> 92).
BOOK, TWO AUTHORS (<i>Write x, y, and z for 3 authors</i>)	Joseph McCarthy was not aware that he had done anything wrong in the Senate hearing (Goldman and López 118).
BOOK, FOUR OR MORE AUTHORS	Senator McCarthy “spread out his hands in a gesture of puzzlement” (Jones et al. 237).
MAGAZINE, NEWSPAPER, OR JOURNAL ARTICLE IN PRINT	Joseph McCarthy was censured in the Senate by a vote of 67 to 22 (Kwan A1). <i>In this example, A1 is the newspaper page number.</i>
MAGAZINE, NEWSPAPER, OR JOURNAL ARTICLE IN PRINT, AUTHOR NOT GIVEN	McCarthy was not aware that he had done anything wrong in the hearing (“The Red Scare” E21). <i>Use quotes for article titles.</i>
VIDEO (<i>Title is underlined; use quotes for an episode in a series.</i>)	Senator McCarthy spread out his hands in a gesture of puzzlement after the hearing (<u>Reds Under Every Bed</u>).
WEB PAGE (<i>Use the page title in quotes if the author is unknown.</i>)	Welch accused McCarthy of having no decency (“Reign of Terror”). <i>Abbreviate long titles to make your paper easier to read.</i>
ARTICLE IN A DATABASE	McCarthy was not aware that anything was wrong (Santos).
PERSONAL INTERVIEW	It felt as if Senator McCarthy was everywhere (Singh).
SPECIAL ENCYCLOPEDIA OR REFERENCE BOOK	Senator McCarthy claimed to have the names of 57 communists (Varela 10: 388). <i>In this example, Varela is the author of the article, 10 is the volume number, and 388 is the page number.</i>

Indent long quotations

If a quote is **four lines or longer**, indent one inch after your lead-in. Don't use quotation marks, and put the period *before* the parentheses (normally, it goes after).

Truman understood this well:

It is not enough to know just American history. The trouble with some specialists in history is that they write about one country or one period as if nothing else existed in the world. Imagine writing a history of the United States without reference to Europe or Asia. Who today can think of the United States or the American continents as isolated from the rest of the world. (Hillman 87)

On the surface, this appears to contrast strongly with the non-interventionist

Examples of source cards and note cards

source card

Goldman, Eric F. The Crucial Decade--And After: America, 1945-1960. New York: Alfred A. Knopf, Inc., 1975. 18-19.
973.918 Gol Logan Library

note card

Domination-Effects
Capone controlled elections in Chicago. He used force to make people vote for his candidates. Those elected were expected to do whatever Capone wanted.
(Sifakis 60)

Sample Works Cited page

This example is only one page; yours may be longer.

The entries on the right correspond to the citation examples on the previous page.

The entries are in alphabetical order.

Every line is double-spaced.

The format for each entry is on the next page.

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Works Cited

- Chan, Eric F. The Crucial Decade--And After: America, 1945-1960. New York: Alfred A. Knopf, Inc., 1975.
- The Final Days. Ed. Joseph Umaga. New York: Bonanza Books, 1984.
- Goldman, Janis F., and Cecilia López. Better Red Than Dead. Chicago: W.W. Norton and Company, 1998.
- Jones, Ebony S., et al. Communists in America. New York: Harper and Row, 2005.
- Kwan, Anna. "The Passing of McCarthy." New York Times February 9, 2001: A1-3.
- "The Red Scare." Wall Street Journal February 6, 1997. E21+
- Reds Under Every Bed. Dir. Charles Covington. PBS, 2005.
- "Reign of Terror: McCarthy in Retrospect." Time. May 13, 2007. Time, Inc. February 10, 2008. <<http://www.time.com/time/magazine/article/0,9171,867634-3,00.html>>.
- Santos, R. A. "Alger, Ales, Tony, and Time." Tikkun September 1999. Student Resource Center--Gold. Gale. James Logan High School. March 1, 2008. <<http://find.galegroup.com/srxc/start.do>>.
- Singh, Harpreet. Personal interview. December 2, 2007.
- Varela, Victor. "Joseph Raymond McCarthy." Encyclopedia of World Biography. Ed. Paula K. Byers. 18 vols. Detroit: Gale Research, 1998. 10: 388-389.

← BOOK

← BOOK, AUTHOR NOT GIVEN

← BOOK, TWO AUTHORS

← BOOK, FOUR OR MORE AUTHORS

← ARTICLE IN PRINT

← ARTICLE IN PRINT, AUTHOR NOT GIVEN

← VIDEO

← WEB PAGE

← ARTICLE IN THE GALE DATABASE

← PERSONAL INTERVIEW

← SPECIAL ENCYCLOPEDIA OR REFERENCE BOOK

Format for Entries in the List of Works Cited

If a work is anonymous, start the entry with the title. Alphabetize your list by the first word of each entry, skipping a, an, or the. Leave out any information that doesn't apply to your source. Need more information? Try Purdue University's MLA style guide at <http://owl.english.purdue.edu/owl/resource/557/01/>

Your list should be double-spaced—see the example on the previous page.

BOOK	Author's Last Name, Author's First Name. <u>Title Underlined</u> . City of Publication: Publisher, Year of Publication.
BOOK, AUTHOR NOT GIVEN	<u>Title Underlined</u> . The abbreviation Ed. followed by the editor's first name, editor's last name. City of Publication: Publisher, Year Published.
BOOK, TWO AUTHORS (3 authors? Write x, y, and z instead of x and y and z.)	Author's Last Name, Author's First Name, and Second Author's First Name Second Author's Last Name. <u>Title Underlined</u> . City of Publication: Publisher, Year of Publication.
BOOK, FOUR OR MORE AUTHORS	First Listed Author's Last Name, First Listed Author's First Name, followed by the abbreviation et al. <u>Title Underlined</u> . City of Publication: Publisher, Year of Publication.
MAGAZINE, NEWSPAPER, OR JOURNAL ARTICLE IN PRINT	Author's Last Name, Author's First Name. "Title of Article." <u>Name of the Periodical</u> Publication Date: Page #(s). (See next entry's note.)
MAGAZINE, NEWSPAPER, OR JOURNAL ARTICLE IN PRINT, AUTHOR NOT GIVEN	"Title of Article." <u>Name of the Periodical</u> Date of Publication: Page #(s). (Write the first page number followed by a plus sign for a newspaper article that starts on one page & continues in another part of the paper.)
VIDEO	<u>Title Underlined</u> . The abbreviation Dir. followed by the Director's First Name, Director's Last Name. Video Company, Year of Release.
WEB PAGE (If the author is not given, skip the author and start your entry with the title in quotation marks.)	Author's Last Name, Author's First Name. "Title of the Document." <u>Title of the Web Site</u> . Date page was written or updated. Name of organization that sponsors the web site. Date you accessed the page. < http://reasonably short web address or the site's search page address if the web address is really long >.
ARTICLE IN THE GALE DATABASE (The web address given here is for the site's search page—use this instead of the very long actual address.)	Author's Last Name, Author's First Name. "Title of Article." <u>Name of the Periodical</u> Date of Publication. <u>Student Resource Center-Gold</u> . Gale. James Logan High School. Date you accessed the page. < http://find.galegroup.com/srcx/start.do >.
ARTICLE IN THE SIRS DATABASE (The web address given here is for the site's search page—use this instead of the very long actual address.)	Author's Last Name, Author's First Name. "Title of Article." <u>Name of the Periodical</u> Date of Publication. <u>SIRS Researcher</u> . SIRS Knowledge Source. James Logan High School. Date you accessed the page. < http://sks.sirs.com/cgi-bin/hst-start-search?id=SCA2901-0-190 >.
PERSONAL INTERVIEW (If you did the interview.)	Last Name, First Name of Person Interviewed. Personal interview. Interview date.
SPECIAL ENCYCLOPEDIA OR REFERENCE BOOK (If the author is not given, start with the title in quotes.)	Author's Last Name, Author's First Name. "Title of Article." <u>Name of the Encyclopedia</u> . The abbreviation Ed. followed by the name of the editor. Number of volumes followed by the abbreviation vols. City of publication: Publishing Company, Year. Volume: Page #.

Sources: Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Association of America, 2003; *Research Guide for James Logan High School*, 1999 revision. California Content Standards: *English/Language-Arts Written and Oral Language Conventions 1.5 (for grades 9-10) and 1.3 (for grades 11-12)*. This handout revised 3/12/09. For the latest version, go to <http://www.jlhs.nhusd.k12.ca.us/library/essayhelp/> or ask a librarian.