BCHS STYLE SHEET

Revised Summer 2016

Table of Contents

THE FORM OF THE RESEARCH PAPER

PAPER:
- good quality
- white
- 8 ½ " x 11"

MARGINS:
- 1" at top, bottom and both sides. (Not counting page numbers.)
- Indent the first word of a paragraph ½" from the left margin.
- Indent set-off quotations (more than four lines) 1" from the left margin.

SPACING:
- Double spaced. **All** of it. No variations are needed or appropriate.
  (This includes the paper, the heading, the quotations, **and** the list of works cited.)
- No extra spaces between paragraphs.

PAGE NUMBERS: (See this document for examples.)
- Number **ALL** pages, including first page and Works Cited.
- Start with page 1 and number consecutively.
- Put the page number ½" from the top and flush with the right margin.

HEADING: (See sample below.)
- Do not create a title page unless specifically requested by the teacher.
- Begin heading 1" from the top of the first page and flush with the left margin.
- Include your name, teacher's name, course title and date on separate lines.
- Center the title on a separate line.
- Remember that the **entire document**, including the heading and title, is **double-spaced**.
- DO NOT UNDERLINE YOUR TITLE
- DO NOT PLACE IT IN QUOTATION MARKS
- DO NOT TYPE IN ALL UPPER CASE LETTERS.

Your Name

Your Teacher's Name

The course (English 9, English 10E, British Literature, etc.)

The date the paper is due

<div align="center">Title of Your Paper</div>

      Indent the first line of the first paragraph and then continue your paper, double-spacing

throughout.

PREPARING A WORKS-CITED LIST AND/OR A BIBLIOGRAPHY

A **works-cited list** is an alphabetical list of all the sources you have **cited** in your paper. A **bibliography** is exactly the same, except it lists all the sources you have used in researching your topic, whether cited in the paper or not. Be sure you follow your teacher's directions when you are deciding which to prepare.

Sources on the works-cited list must use proper format:

- **View the sample works-cited list at the end of this document to see how it looks on the page.**

- Begin the list on a new page and number the page with the next consecutive page number.

- Center the title, Works Cited, one inch from the top of the page.

- Begin the first line of each entry at the left hand margin of the page, but indent each subsequent line within the entry one-half inch from the margin.

- Double space evenly within and between entries. (See sample page at end of packet.)

- Include the core elements that exist for your particular source. Different sources provide different pieces of information. While the sample entries in the following pages and on the works-cited list at the end can serve as models, make sure that you include all relevant information available for *your* source, instead of leaving something out because it wasn't in a particular example.

DO NOT NUMBER THE ENTRIES!

DO NOT BULLET THE ENTRIES!

ARRANGE WORKS IN ALPHABETICAL ORDER ACCORDING TO THE FIRST WORD IN EACH ENTRY!

Core Elements for Works-Cited List

Every source you use, no matter what type or where you find it, should be checked for important reference elements. These elements are listed below in the order that they will appear in your citation, with the punctuation that should follow them:

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.

Not every source will contain every one of these elements. However, if the source does contain them, they should be included in your citation. For example, if your source has no author, you'd start with #2, the source title.

On the next page, you will find a sample that shows how these elements are strung together into a citation for one source. Refer to the list above and to the sample on the next page, as well as to the more detailed explanations that follow, as you construct your works-cited entries.

Sample:

Allan, Richard P., and Brian J. Soden. "Atmospheric Warming and the Amplification of

Precipitation Extremes." *Science,* new series, vol. 321, no. 1, 12 Sep. 2008, pp. 1481-

1484. *JSTOR,* www.jstor.org/stable/20144800.

Explanation of sample:

1. Authors: This article was written by two people, Richard P. Allan and Brian J. Soden. Notice that the entry begins with the last name of the first author, but then all the rest of it is in normal name order.

2. Title of source: The title of the article itself comes second. It is in quotation marks because it is a short work found in a larger work.

3. Title of container: The article was published in the journal *Science*. Because the article was inside *Science*, we call *Science* the "container."

4. Other contributors: In this case there are no other contributors, such as editors or translators, so we can skip this.

5. Version: This version is called "new series".

6. Number: Here we give the volume and number of *Science* in which the article appeared.

7. Publisher: Again, in this case no publisher is given so we can skip it.

8. Publication date: This was published on September 12, 2008. Dates are always put in the works-cited entries in the day month year format, however, with the month abbreviated if it is longer than four letters. Give whatever date information you have. Sometimes it will be just a year, sometimes more specific.

9. Location: This article was on pages 1481-1484 in *Science*.

3b. and 9b.: Title and location of second container: because this article was located on the online database *JSTOR*, we also have to give *JSTOR's* information, just as we did for *Science*, skipping over the elements not present for *JSTOR*.

Further Information on Core Elements

1. Author.

- **Sources with one author:** Begin the entry with the author's last name, followed by a comma and the rest of the name. For example, Naomi S. Barron would be written like this: Baron, Naomi S.
- **Sources with two authors:** Include the names in the order they are presented in the work. Reverse the order of the first author's name, then follow it with ", and" and the second author's name in normal order. For example, Richard P. Allan and Brian J. Soden are cited like this: Allan, Richard P., and Brian J. Soden.
- **Sources with three or more authors:** Reverse the first of the names and follow it with ", et al." This abbreviation means "and others." Here's an example: Moore, Raymond D., et al.
- **Sources with no author but a clear person or group responsible for the content:** Sometimes you'll have a source with no author but a prominently credited editor or translator. Treat these entities like authors, but include a label that describes their role. Here's an example with an editor: Baker, Houston A., Jr., editor. (Note: *if your source has an author and an editor*, don't mention the editor until #5 (Other Contributors) and just begin the citation with the author.) Here's another example with an organization: National Resource Council.
- **Sources other than writing:** Sometimes you'll cite a film, TV show or other performance. If you're focusing on a certain person's contribution, begin the citation with the name of that person, followed by a descriptive label: Grant, Carey, performer.
- **Pseudonyms:** Treat pseudonyms like regular author names.
- **No author or other person responsible:** If there's no clear person or entity responsible for the content, just skip this part and begin with #2, Title of source.

2. Title of source.

Give the title in your works cited entry in full, exactly as it appears in the source, except that capitalization and punctuation should be standardized.
- **Major works:** Italicize the title. A major work is a full-length work, such as a book, movie, collection, television *series*, or entire Web site. For example: *Great Expectations*.
- **Part of a larger work:** If you are citing a work inside a larger work, such as a specific article, essay, short story, poem, television *episode*, or page on a larger Web site, put the title in quotation marks. For example: "The Tell-tale Heart."
- **Titles with subtitles:** Include the subtitle after the main title, with a colon between them. For example: *Hyperspace: A Scientific Odyssey through Parallel Universes, Time Warps, and the Tenth Dimension.*

3. Title of container,

Often your source is found inside a larger source, which can be referred to as its "container." Examples of containers are collections, periodicals, series titles, Web sites, etc. Here's an example with the author, title of source and title of container: Fiedler, Leslie. "The Rebirth of God and the Death of Man." *The Salmaoundi Reader.*

Containers can be nested inside of other containers. For example, an article could be contained in a periodical, which in turn is contained in a database. In the example earlier, the article was contained in the journal *Science*, and that was inside the database *JSTOR*. <u>Look back to the sample entry on p. 5.</u> Note that before we get to the second container, we include all the relevant information about the first container (core elements #s4-9, explained below). Elements are separated by commas until you reach the end of the core elements for the container.

Note on punctuation and capitalization: the title of source ends with a period. The title of a container does not. If the following elements (#4-9) come directly after the source title, they will begin with a capital letter. If they come after the title of container, they will not.

4. Other Contributors,

Sometimes, even though your source has an author, other people, such as editors and translators, may be credited as contributors. Name any such contributors with a description of their role(s), such as "adapted by" or "edited by." Then give the name in normal order.

If your source has a container, you may have such other contributors given for just your source or for the entire container or for both.

- Other contributor for a title without a container: Here's an example with an author, title and editor: Flaubert, Gustave. *Madame Bovary.* Edited by Paul de Man.
- Other contributors for a source inside a container: Here's an example where the source and the container both have additional contributors: Fagih, Ahmed Ibrahim al-. *The Singing of the Stars*. Translated by Leila el Khalidi and Christopher Tingley. *Short Arabic Plays: An Anthology,* edited by Salma Khadra Jayyusi.
  (In this example, Ahmed Ibrahim al-Fagih wrote a play, which was translated by two people, and then put into an anthology, which was edited by another person.)

5. Version,

Sometimes your source will indicate it is a particular version, such as an edition or director's cut. If this is the case, include this information next, separated out by commas. The word "edition" can be abbreviated "ed." and the number can be given as a number. Examples: Updated ed., 7th ed., unabridged version.

6. Number,

Sometimes your source will be part of a numbered sequence, something issued in numbered volumes, for example. If you consult only one part of a numbered set, indicate the number. "Volume" is abbreviated "vol." and "number" "no." In the original sample on p. 5, there is a volume and number given.

7. Publisher,

The publisher is the organization responsible for making a source available to the public. If there are two or more organizations equally responsible, separate them with a forward slash (/).
- **Books:** The publisher of a book is usually listed on the title page. If it's not there, check the copywright page (usually the next page). For example: Penguin Press, Oxford UP (UP stands for University Press).
- **Film or Television Series:** Cite the organization that had the primary responsibility for it. For example: Twentieth Century Fox.
- **Web sites:** These are published by various kinds of organizations. Look at the bottom of the home page or a page that gives information about the site to find the organization responsible. For example: Carnegie Museum of Art, Pittsburgh. Here's an example with multiple organizations: Folger Shakespeare Library / Bodleian Libraries, U of Oxford / Harry Ransom Center, U of Texas, Austin.

  The publisher may be omitted for the following kinds of publications:
  - Periodical (journal, magazine, newspaper, etc.)
  - A work self-published by its author or editor
  - A Web site whose title is the same as the publisher
  - A Web site not involved in producing the works it makes available (e.g. YouTube, JSTOR)

8. Publication date,

Dates are always formatted as day, month and year (assuming you have day and month given). Months longer than four letters are abbreviated to three. Examples: 4 July 2016, 23 Sep. 2001.

Some works don't have a specific day or even month given. Just use the information available to you. Examples: Spring 2008, Jan 2013, 1963.

Some works, especially those published online, have more than one publication date. Use the date most meaningful to your use of the source. For example, if it gives a date of print publication and a date of online publication, and you used it online, use the online date. For a book, use the most recent publication date.

9. Location.

Location depends on the medium of publication (print, web, etc.).

- **Print:** Use a page or range of pages, preceded by p. or pp. Examples: p. 23, pp. 314-325, p. A6.
- **Online work:** Use the URL. For example: www.bethlehemschools.org/bchs/library/. Note: Consult your teacher on this. Some URLs are really long and complicated. Your teacher may prefer you leave them out or shorten them.
- **Work of art, live performance, lecture:** When you experience the source in real life (not online or in a book), you cite the venue and city where you experienced it. Examples: British Museum, London or Times Union Center, Albany.

Note on core elements: There are some elements that used to be required in citations that are no longer included. These are date of access, city of publication (for books), and medium of publication (Print, Web). Do not write n.p. or n.d. for sources with no page or date.

Further sample:

An article on a Web site: note that every Web site is organized differently. Use good judgment. For title of source, use the specific page, article or document you are referencing. For title of container, use what you think will be most useful to your audience. Consult your teacher as necessary. Remember that including the URL allows people to locate the source themselves.

Uchida, Suezo. "Interview with Suezo Uchida Nagasaki Shipbuilder." *People's Century: Asia*

   Rising. *PBS,* www.pbs.org/wgbh/peoplescentury/episode/asiarising/uchidatranscript.

This is an interview published in the section of the PBS Web site called *People's Century: Asia Rising.* We called the interviewee the author, we list the title of the specific source, and then give the containers it is inside.

See works-cited list at the end of this document for additional examples.

Reminder – you will probably not find a sample on the works-cited list that is *exactly* like your source. Instead, look at the information you have on your source and consult the explanations of the core elements above. Include the elements you have, in the order given, using the punctuation shown between them (i.e. #s 1, 2, and 9 are followed by periods, the rest by commas). If you are using an article from a database, the original example on p. 5 will be a good guide.

IN-TEXT CITATIONS

A.   Each time you use information from your research in your paper, <u>you must indicate where the ideas or words came from</u>. The information, placed in parentheses, is called a "parenthetical" or "in-text" citation. <u>You must provide in-text citations for all information that does not come from your own, original thinking or you are guilty of plagiarism. (See BCHS's Student Handbook.)</u>
         To acknowledge a source using an in-text citation, enclose a brief note in parentheses. This citation usually includes the author's last name and a page number and must be given in ALL the following situations:

1. When you cite facts or ideas from a source.
2. When you paraphrase by taking an idea from a source and putting it into your own words.
3. When you summarize longer portions of a source briefly in your own words.
4. When you quote directly from a source.

B.   <u>Type your works-cited list before you begin typing your paper</u>. This allows you to easily and correctly do your in-text citations as you write your paper. In-text citations must clearly lead the reader of your paper to the matching source on the works-cited list.

Examples:

1. When the works-cited list contains only one work by the author cited, you need give only the author's last name to identify the work: (Jensen 28)

2. If the works-cited list contains more than one author with the same last name, you must add the first initial or the first name: (L. Jensen 25)

3. If two or three names begin the entry in the works cited, give all last names: (Armstrong, Yang, Cuneo 206)

4. If there is no author, and the work is listed by title on the works-cited list, use the title, shortened or in full: ("World Record Sure Thing at Saratoga" D6) or ("World Record" D6) **Note:** shorten the title to something meaningful and recognizable, starting with the beginning of the title. Format the title as it is on the works-cited list: in quotes (articles) or italics.

5. If the works-cited list contains more than one work by the same author, add the cited title, shortened or in full, after the author's last name: (Toffler, *Third Wave* 345)

6. If there is a corporate author, use its name, short or in full: (National Research Council 62) **Note:** If you shorten the name of a corporate author, be sure it still falls in the same place alphabetically on the works-cited list.

7. When the source has no page numbers, use whatever location information is available instead, such as section or paragraph numbers, or subheading titles. (Chan, par. 41)

C. To avoid interrupting the flow of your writing, place the in-text citation where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material documented. The in-text citation usually precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material. This is not true for a long quotation that is set off. In this case, the in-text citation is placed outside the final punctuation. See page 16 for sample long quote.

Sample: Author's name and page number in parentheses

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).

D. It's often preferable to credit the author in your sentence rather than the in-text citation. If you include the author's name in your sentence, you need not repeat the name in the in-text citation that follows. If the same citation is used two or more times in a row in the same paragraph, and there are no intervening citations from other sources, only the page number is required after the first citation.

Sample: Author's name in text, page number in parenthesis:

 Flora Davis reports that a chimp at the Yerkes Primate Research Center "has combined words

into new sentences that she was never taught" (67).

Note: You would look for this source on the works-cited list under "Davis."

E. If you are quoting someone second-hand, make it clear where this quote is to be found, by naming the person quoted in your text and the source in parentheses, with the explanation "qtd. in".

Sample with Indirect source:

"We only used seven signs in his presence," says Fouts. "All of his signs were learned from the

other chimps at the laboratory" (qtd. in Toner 24).

F. If the work you are citing has no author, cite by what comes first in your works-cited entry, which is usually the title. If you abbreviate the title, you must start from the beginning.

Sample citing a work listed by title:

A document from the Educational Resources Information Center addresses problems associated

with excessive television viewing and provides suggestions to help parents guide their children's

television habits (*Guidelines for Family Television Viewing* C6).

 G. When quoting LONG passages of four or more lines, format changes dramatically. Inset the entire quotation by 1" (usually 2 tabs) on the left. Do not add quotation marks. Put any ending punctuation before the citation. Do continue to double space, as you have for your entire paper.

 Sample long quotation (four or more lines):

Desmond describes how Washoe, when the Gardners returned her to an ape colony in Oklahoma,

tried signing to the other apes:

> One particularly memorable day, a snake spread terror through the castaways on
>
> the ape island, and all but one fled in panic. This male sat absorbed, staring
>
> intently at the serpent. Then Washoe was seen running over to the reluctant ape,
>
> signing for him to hurry and leave. (42)

Notes:
(1) Do NOT use quotation marks around quotations that are set off from the text unless the quotation marks appear in the original text.
(2) If the author is not given in the text before the quotation, include the author in the citation.
(3) You should continue typing your own words on the next line, beginning at the left-hand margin, unless you are starting a new paragraph.

H. Citing Literary and Religious Works: Since these may appear in several editions, MLA recommends that you provide more information than just a page number. Most teachers prefer you just give a page number. Check with your teacher to be sure. <u>Remember that in a typical literary essay, you will have made it clear which book and author you are discussing in your intro. In those cases, you will not put the author's name or the title of the work in your in-text citation, but you will need to give the page number.</u>

Sample Citations from Literary works:

PROSE:

Print novel:

(Salinger 130) or, <u>more likely</u>, just (130)

Novel in a format other than print:

(ch.13, sec. 2)

POETRY:

Traditional Epic: give "book" and line numbers.

(*Odyssey* 9.19) OR, if you have already mentioned the title, just (9.19).

Play, such as works by Shakespeare: give act, scene and line numbers, in that order.

(*Romeo and Juliet* 4.1.7-13) OR, if you have already mentioned the title, just (4.1.7-13).

Short (not epic) Poem: just give line number.

("Mending Wall" 15)

Remember, the author or title is not necessary if you have written it in the text of your paper.

<div align="center">

See next page for the Sample Works Cited!!!!!

</div>

Works Cited

Allan, Richard P., and Brian J. Soden. "Atmospheric Warming and the Amplification of

      Precipitation Extremes." *Science,* new series, vol. 321, no. 1, 12 Sep. 2008, pp. 1481-

      1484. *JSTOR,* www.jstor.org/stable/20144800.

Armstrong, Larry, Dori Jones Yang, and Alice Cuneo. "The Learning Revolution: Technology

      Is Reshaping Education--at Home and at School." *Business Week,* 28 Feb. 1994, pp. 80-

      88.

Crane, Stephen. *The Red Badge of Courage: An Episode of the American Civil War.* Edited by

      Fredson Bowers, UP of Virginia, 1975.

Farrar, Lara. "Could plant ivory save elephants?" *CNN,* 26 Apr. 2005, www.cnn.com/2005

      /TECH/science/04/26/vegivory/index.html?iref=newssearch.

Gilbert, Sandra M., and Susan Gubar. *The Madwoman in the Attic: The Woman

      Writer and the Nineteenth Century Literary Imagination.* Yale UP, 1979.

Kaku, Michio. *Hyperspace: A Scientific Odyssey through Parallel Universes, Time Warps, and

      the Tenth Dimension.* Oxford UP, 1994.

MLA Handbook. 8th ed., Modern Language Association of America, 2016.

National Research Council. *China and Global Change: Opportunities for Collaboration.*

      National Academy, 1992.

Toffler, Alvin. *Future Shock*. Bantam, 1970.

---. *Third Wave.* Bantam, 1980.

"World Record Sure Thing at Saratoga." *Times Union.* 14 June 1985, D6.