BCHS STYLE SHEET

Revised Summer 2015

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THE FORM OF THE RESEARCH PAPER

PAPER:
- good quality
- white
- 8½ “ 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

Title of Your Paper

Indent the first line of the first paragraph and then continue your paper, double-spacing throughout.
PREPARING A LIST OF WORKS CITED AND/OR A BIBLIOGRAPHY

A Works Cited page 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.

Listings in the Works Cited must use proper format:

- View the sample Work Cited page 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 three essential parts:
  
  AUTHOR       TITLE       PUBLISHING INFORMATION
  
  If you are using a specific short work within a larger work, you must give the author and title of the specific short work first. The rest of the information falls under the category of Publishing Information. (See samples on following pages.) Except in the case of a whole book, if your work truly does not have an author, begin the citation with the title.

  IMPORTANT NOTE: Publishing information can include titles of larger works in which your specific source is included; names of editors, translators and publishers; place of publication; volume numbers, page numbers and the like. Different sources require different pieces of information. While the sample entries in the following pages 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 the model.

DO NOT NUMBER THE ENTRIES!

DO NOT BULLET THE ENTRIES!

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

VIEW THE SAMPLE WORKS CITED PAGE AT THE END OF THIS PACKET TO SEE HOW IT SHOULD LOOK ON THE PAGE!
Sample Works Cited Entries

A complete sample Works Cited page is available at the end of this document.

Note: Before preparing any source cards, you must take the time to review carefully the many different types of entries described in this style guide.

Print Sources

Be aware that entries on Pages 4-9 are ONLY for PRINT sources. (That means they were already on paper before you found them, not sources you found online and printed.) Online and database sources are found on pages 10-14.

BOOKS (including anthologies)

You should only use the “whole book” format if you are truly citing the whole book, and not just part of it. The only exception is if you are using one work out of an anthology (a collection of essays, stories, etc. by different authors). If so, please refer to the entry “A Work in an Anthology” below.

Generic “Whole Book” Entry: here is a generalized entry, containing typical items that may be found in a “Whole Book” entry. See examples below for how different circumstances are handled.

Author’s last name, Author’s first name. Title of Book. Ed. First name of editor Last name of editor. City of publication: Publisher, Year of publication. Medium of publication.

A Whole Book by One Author


Two Books by the Same Author


Two or Three Authors

More Than Three Authors

An Editor, but No Author

Two or Three Editors

More Than Three Editors

An Author and an Editor

A Collection or Anthology (use only if citing the entire work)

See next page for smaller works within a print anthology.
Generic “Work in an Anthology” Entry: This can be used for citing works in literary anthologies and also for citing particular essays from books of essays like the Taking Sides series.

Last name of Author of Smaller Work, First name of author of smaller work. “Title of Smaller Work.” Title of Anthology. Ed. First and last name of editor(s) of anthology. City of publication of anthology: Publisher of anthology, Year of publication of anthology.

Page numbers of the smaller work. Medium of publication.

A Work in an Anthology


Note: the publisher in the above example is Indiana University Press. Do NOT put the state after the city in these entries. If you see New York, that’s the city: it’s a major center for publishing, so you’ll see it a lot.
ENCyclopedia/DICTIONARY REFERENCE

Please note that Reference Books are not the same as electronic references, even when they have the same titles. They must be cited differently. The citations given in this section refer to print sources only.

Generic Encyclopedia Entry: note that while many encyclopedias do not list authors for specific entries, some do, either at the beginning or the ending of the entry. Look carefully. If there is no author, begin with the entry title, which is usually quite basic.


*Note: if the work is organized alphabetically, you can skip the volume and page numbers.*

An Encyclopedia Entry with an Author


An Encyclopedia or Reference Entry without an Author


PERIODICALS/PAMPHLETS

Note: only use these formats if you are citing a periodical you have read in its original print format. This means you have actually had the actual newspaper or magazine in front of you.

Generic Periodical Entry: *Note especially the format for dates in these entries.*

Author’s last name, Author’s first name. “Title of Article.” *Title of Periodical*. Day Month (3 letter abbreviation except for May, June and July) Year (four digits): Page number exactly as it appears in the periodical (include section letter if any). Medium of publication.
Newspaper or Magazine Article with an Author

Newspaper or Magazine Article without an Author

A Journal Article

An Editorial

A Corporate (group) Author

Government Publications
WEB-BASED SOURCES

In general, when citing information from the Internet, give the following information:
● author's name (if known)
● a title for the Web page and/or the article
● the date of composition, if available
● publication information, if available
● the date the site was accessed
● OPTIONAL (at teacher’s request) the URL address (or a shortened URL).

Web Sites

Use this format only for Web sites you might find by google-searching, etc. Do NOT use this format for database sources. See later pages for database entries.

Generic Entry for an Entire Web Site (do not use for an article on a larger site).

Author(s). Title of Web Site. Sponsor (name of institution/organization affiliated with the site).

Date of Posting/Revision. Medium of publication. Date of Access.

Please note that you need a date of access as well as any publication date. This is because Web sites are changed frequently. See note under “Periodicals” describing how to format dates.

Sample Entire Web Site Entries


15 Nov. 2000.


Generic Entry for an Article on a Larger Web Site

Author(s). "Article Title." Title of Web Site. Sponsor. Date of Posting/Revision. Medium of publication. Date of Access.
Sample Entries for an Article on a Web Site


Generic Entry for an Article or Other Work on a Web Site with Original Publication Information.

Note: When citing articles from a Web site, if the original publication information is available, you must include that information in your citation as well.

Original author’s name. “Title of Work.” Title of original source. Name of original editor (if applicable). Date of original publication. Page number(s). Title of Electronic Source. Name of Site Editor. Web. Date of access.

Sample Entry for an Article on a Web Site with Original Publication Information


A Poem Accessed from a Larger Web Site

Online Reference Databases

Generic Entry for a Newspaper or Magazine Article from an Online Database

Original author’s name. “Title of Article.” Title of Magazine/Newspaper. Date of original publication: Page number(s). Title of Database. Web. Date of access.

Sample Entry for a Newspaper or Magazine Article from an Online Database


Generic Entry for a Journal Article from an Online Database


Sample Entries for a Journal Article from an Online Database


(In this example, the name of the journal happens to be the same as the name of the database.)
Generic Entry for Encyclopedia or other E-Book Articles from an Online Database

Original author’s name. “Title of Article.” Title of Book. Place of Publication: Publisher, Year, Pages. Title of Database. Web. Date of access.

Sample Entry for Encyclopedia or other E-Book Articles from an Online Database


(Note: this example has an editor and volume number. If yours doesn’t have something like this, just leave it out. If it has additional information, like other titles it was reprinted from, go ahead and include.)

Generic Entry for a Legal Case from an Online Database


Sample Entry for a Legal Case from an Online Database

Other Non-Print Sources

Generic Entry for an Online Image or Sound

Author or originator. Title of image. Date of Creation. Description. Title of Web Site. Sponsor.

Date of posting/revision. Web. Date of Access.

Sample Entry for an Online Image, Sound or Video Clip


Personal Interview


A Speech or Lecture

1984.

(Note: Use these formats only if you conducted the interview or attended the speech. If you are citing interviews, speeches or lectures presented in different formats, cite according to those formats. If citing a film or TV program, you only need to mention the performers if you are making reference to their particular performances in your paper.)

A Film


(If you watch it on DVD, BluRay Disc or the Web, put DVD, BD or Web instead of Film.)

A Television Program


Television.

Reminder: See the Sample Works Cited page at the back of this packet to see how this will all look put together on the page.
IN-TEXT CITATIONS

A. Each time you use information from your research in your paper, you must indicate where the ideas or words came from. The information, placed in parentheses, is called a "parenthetical” or “in-text” citation. 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.)

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. Type your Works Cited page before you begin typing your paper. 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 page.

Examples:

1. When the works cited page 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 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 page, 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 page: in quotes (articles) or italics.
5. If the Works Cited page 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 page.
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. If you include the author's name in your sentence, you need not repeat the name in the in-text citation that follows. If you cite an entire work, it is preferable to include the author's name in your text instead of in the in-text citation. 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 page 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.

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. 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.

Sample Citations from Literary works:

PROSE:

(Salinger 130; ch.9)

Note: This is what you’d do if the author hadn’t been mentioned and your teacher wanted the chapter. More typically, you’d just cite the page number and nothing else.

(ch.13, sec. 2).

Note: This is how you’d do it if you were using an e-book or something without page numbers.

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).

The Bible: give “book,” chapter and verse.

(Rev. 4. 6-8)

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.

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


