

*The Marian High School
Style Book*



A Guide to Research Papers

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**The MARIAN HIGH SCHOOL STYLE BOOK is a product of the
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Introduction

The Research Paper Defined

The research paper is the written summary of information on a given subject previously published or discussed by other sources. The research paper is, therefore, a report on what is already known about a certain subject and generally does not contain any new information. This does not discount the need for originality in presentation, organization, and general conclusions. It is a vital part of the research paper.

Research is generally assigned in order for the student to gain additional information on a given subject. The amount of information needed will determine the amount of research needed. In any case, it should be noted that any research paper will have a rather narrow topic. Long, involved topics have no place in a research assignment. The writer must be sure the topic is narrow enough to fit the assignment.

The Ten-Step Plan

In order to experience a reasonable success with a research paper, the author must follow ten basic steps. These steps are designed to help the author proceed in an orderly and systematic way. Shortcuts by eliminating steps almost always cause costly errors on the paper.

STEP ONE **PICK A TOPIC AND NARROW IT DOWN.**
Remember, the Topic should fit the assignment.

- STEP TWO** **BROWSE THROUGH MATERIAL RELATED TO THE TOPIC TO GAIN INITIAL INFORMATION.**
- STEP THREE** **MAKE A GENERAL OUTLINE AND THESIS.**
These are rough and general and very changeable.
- STEP FOUR** **RESEARCH THE TOPIC. Use bibliography cards.**
- STEP FIVE** **TAKE NOTES FROM RELEVANT SOURCES.**
Place these notes on note cards, and code them to your bibliography cards.
- STEP SIX** **MAKE A NEW OUTLINE. This will be a general plan of the paper. Include as much detail as possible.**
- STEP SEVEN** **WRITE A FIRST DRAFT**
- STEP EIGHT** **REVISE THE DRAFT. Proofread and rewrite the paper.**
- STEP NINE** **ADD ENDNOTES AND WORKS CITED PAGES.**
Prepare notes and works cited pages.
- STEP TEN** **TYPE THE PAPER. PROOFREAD IT AT LEAST TWO TIMES. Be sure to wait at least one day between readings.**

The most important part of the ten steps is to allow sufficient time to write the paper after thorough research.

**RUSHING A PAPER GENERALLY
LEADS TO DISAPPOINTING RESULTS!**

TERM PAPER RESEARCH

Researching any topic requires the use of many library materials. Doing the research takes the least amount of time if the author attacks the topic in some organized fashion. Being organized pre-supposes that the author comes to the library with the proper tools: notebook paper, index cards, writing utensils, and a general topic. The notebook paper is necessary for notes at the card catalogs, encyclopedia indices, periodical indices and the internet. Index cards will become bibliography cards and note cards.

The following scheme can aid in doing organized research for a term paper.

ENCYCLOPEDIAS

The index volumes of an encyclopedia should be consulted first. They list all of the articles in the entire encyclopedia which pertain to a particular topic. In the Britannica III, the first ten volumes, the Micropaedia, are the index volumes; the index volumes are the guide to the Macropaedia, the encyclopedia.

Look up broad topics in the index volume noting on a piece of paper any articles which seem especially appropriate. Glance through the articles. If one or more seems to be especially helpful make up a bibliography card for each article and take notes on note cards. By this time, the topic should be narrowed down to a workable length.

2. Card Catalogs

a. Subject catalog

Look up more than one subject heading. Be as broad as possible. Write down on a sheet of paper the different Dewey Decimal numbers or the Library of Congress numbers that are

found on the cards. Look at the title of the book on each card; if the title seems especially appropriate, make up a bibliography card of the book.

b. Author-title Catalog

Authors' names and book titles may come from the encyclopedia articles, a text book, or one's own knowledge of the subject. If the title seems especially appropriate, make up a bibliography card and take notes on a note card.

3. Reference Books

Using the Dewey Decimal or Library of Congress numbers, look up books in the reference sections which have similar numbers. Check the table of contents and the index of each book. If the book seems especially appropriate, make up a bibliography card and take notes on a note card.

4. Book in the Regular Collection

Find books that are especially helpful. If they are appropriate, take notes on the note cards.

Using the Dewey Decimal or Library of Congress numbers from in the card catalogs, look at the books with the same numbers. Use the table of contents and the index in each book. Take notes on note cards.

5. Special Collections (if applicable)

6. Atlases—Reference Sections 911-912

7. Periodical indices

a. *The Reader's Guide to Periodical Literature*

b. Special indexing tools such as the *Bibliography Index*, *The Humanities Index*, *The Social Science Index*, *The Book Review Digest*, and the *Catholic Periodical and Literature Index*.

c. SIRS Researchers

Check all volumes of the Readers Guide or periodical index. Each one covers a different time period. Some libraries have

special subject indices on the periodical index tables. Most indices are arranged by subject.

Look up the subject, write down the pertinent date, and request the magazines that look promising. Browse through each article. If the article is useful, fill out a Bibliography card and take notes on a note card.

8. Vertical File

Be sure to check several different subject headings.

Following the prescribed procedure should enable the author to begin writing the paper. It is important to remember to use quotation marks and endnotes reference numbers for direct quotes, and endnote reference numbers when an idea has been borrowed and expressed in the author's own words.

9. The internet, SIRS, and CD-ROM

If unfamiliar with the use of this tool, be sure to ask the librarian or your instructor for help. **Be sure to verify that internet sources are authoritative.**

The Outline

The best way to keep a paper organized is to use an outline. Although the finished product may not be exactly the same as the original outline, the paper will be of greater quality for first having thought it through on paper. The recommended outline form is the topic outline. The topic outline is fairly elaborate, but it does lend itself to an organized paper. The following guide should help in forming an outline.

TITLE OF PAPER

I. Major Topic Division

A. Subdivision

1. Sub-sub division

a. Additional information

1. _____

2. _____

b. _____

2 _____

B. _____

II. _____

Remember, a division implies two or more parts. Therefore, an outline should not have a Roman Numeral I without a Roman Numeral II or a capital A without a capital B, etc.

A more detailed outline that uses sentences rather than topics is the sentence outline. Although this form of outline is more difficult to write, it is a great deal more beneficial.

A GUIDE TO ENDNOTE FORMS

The initial endnote reference for a book includes:

1. The author's name, in normal order, followed by a comma;
2. The title of the book, underlined or in italics;
3. If applicable, the name of the editor or translator, preceded by a comma and **Ed. by;** or **Trans. by;**
4. Enclosed in parentheses: the place of publication, followed by a comma, followed by the name of the publisher, as comma, and the date of publication;
5. Page numbers preceded by a comma and followed by a period. The numbers are preceded by a p. or pp. for multi-page references.

The initial endnote reference for a periodical article includes:

1. The author's name, in normal order, followed by a comma;
2. The title of the article in quotation marks followed by a comma;
3. The name of the periodical, underlined or italicized, followed by a comma;
4. The volume number in Arabic numbers;

5. The issue number (e.g. Fall 1977 for quarterly publications, June 1954 for monthly publications, 4 July 1976 for weekly and daily publications) enclosed in parentheses and followed by a comma;
6. The page numbers preceded by a p. or pp. followed by a period.

The following examples should aid the author in deciding the correct form.

FOR A BOOK WITH ONE AUTHOR

1 Jonathan K. Cole, *The Art of Education* (New York, Marian Publishers, Inc., 1995), p. 215.

FOR A BOOK WITH TWO OR MORE AUTHORS

2 Thomas John and David Jay, *The Suliers of Michigan* (New York, Knight Books, 1945), p. 222.

FOR A BOOK THAT IS EDITED

3 *The Conflict in the Middle East*, Ed. by Edward Davison (Denver, Denver Press, 2000,) p. 175.

FOR AN ESSAY IN A COLLECTION

4 Shawn McGarvey, "The Art of Art," *The Complete Artists Catalogue*, Ed. by Caroline Vance (Chicago, Carlos Press, 1976,) p. 234.

FOR A BOOK WITH NO AUTHOR'S NAME GIVEN

5 *Dictionary of Education* (New York, Marian Publishers, 1999), p. 175.

FOR AN ANTHOLOGY

6 Oswald Mitchell, "The Writer" in *The Complete Works of Mitchell*, Ed. by Lewis Jaronik (Mishawaka, IN, Knight Press, 2002), p. 34.

FOR AN UNSIGNED ENCYCLOPEDIA ARTICLE

7 "St. Louis," *Encyclopedia Britannica* (1975 ed.), Vol.21, p.210.

FOR A SIGNED ENCYCLOPEDIA ARTICLE

8 W.C.Schooler, "Columbia City," *Taylor's Encyclopedia* (1985 ed.), Vol 2, p. 324.

FOR AN UNSIGNED MAGAZINE ARTICLE

9 "The Ultimate Exercise Program," *Generic Health*, 10 (June 2001) p 133.

FOR A SIGNED MAGAZINE ARTICLE

10 Frank Williams, "The Rite of Passage in the Midwest *Today's Youth*, 44 (13 May 2002), pp. 54-56.

FOR AN UNSIGNED NEWSPAPER ARTICLE

11 "Trade Towers Destroyed," *Los Angeles Press* (12 Sept. 2001), p. 1, col. 3.

FOR A SIGNED NEWSPAPER ARTICLE

12 Tony Costa, "New Look to an Old Theater," *The Mishawaka News Press* (25 May 1956), p. 1a-2a.

FOR AN UNSIGNED PAMPHLET

13 *Writing and Thinking Workshops* (New York, Bard College, 1995), p 34.

FOR A SIGNED PAMPHLET

14 C. Jackson Jones, *The Art of Teaching* (South Bend, IN, The Marian Foundation, 1991), p. 6.

FOR A PLAY

15 William Shakespeare, *Romeo and Juliet* II,ii,33-36.

Note: The numbers following the title of the play indicate ACT II, Scene 2, Lines 33-36

FOR AN INTERVIEW

16 Mary Louise Hickey (Marian High School Stage, Mishawaka, IN) 10:00 a.m., 13 Oct. 1985.

FOR A PERSONAL LETTER

17 William Jefferson Clinton, President of the United States, personal letter to Tony Adams, 30 January 1997.

FOR A VIDEO PRESENTATION

18 *The Great Gatsby* Dir. by Jack Clayton, Perf. Robert Redford, Mia Farrow, and Bruce Dern. 1975. DVD. Paramount Pictures. 2001

FOR A PERIODICAL ON A COMPUTER INFORMATION SERVICE (SIRS)

19 Daniel Billisitz, "Caprice: Chevrolet's Best Auto," *The South Bend Tribune*, 7 Jan 1993: E1+Rot. In *Teen Driver*, Vol. 4 Ed. Margaret Smith, Mishawaka, IN: Social Issues Resources Series, Inc. 1993. Article 53.

FOR AN ON-LINE SIGNED ARTICLE WITH COMPLETE WORK

20 Margaret S. Switzer, "Writing the Five Paragraph Essay," *The Mishawaka Press*, 28 May 2001, <<http://mishpress.com/2001/accent/4309/232424563.htm>> (22 May 2002).

FOR AN ON-LINE SIGNED ARTICLE, NO COMPLETE WORK

21 Thomas Smoot, "Looking for the Perfect Verb," 5 July 1999, <http://www.verbes.en.org/verbs/searching/looking_verbs.html> (23 July 2001)

FOR AN ON-LINE UNSIGNED ARTICLE, NO COMPLETE WORK

22 "Looking for the Perfect Verb," 5 July 1999, <http://www.verbes.en.org/verbs/searching/looking_verbs.html> (23 July 2001)

FOR AN E-MAIL MESSAGE

23 James Backs, <jbacks@server.com> "Paper Links" 25 July 1999, Personal e-mail, (25 July 1999).

FOR A RECORDING

24 L.K. Daher, *Chicago MBA*. Knights Records, M13112595257, 1997.

FOR A LECTURE SPEECH OR ADDRESS

25 John Johnson, Address, National Council of Teachers of English Conference, Mishawaka, IN, 29 Sept, 2001.

INTRODUCTION TO BIBLIOGRAPHIC AND WORKS CITED FORMS

In a paper, bibliographic and work cited entries for most books include:

1. The author's name, with the last name first, followed by a comma, first name, middle initial or name followed by a period;
2. The title, underlined or italicized followed by a period;
3. The place of publication, followed by a comma;
4. The name of the publisher, followed by a comma;
5. The year of publication followed by a period.

For encyclopedias, newspapers and magazines, the following format is used:

1. The author's name (if applicable) last name first, followed by a comma, first name, middle initial, or name followed by a period;
2. In quotation marks, the title of the article followed by a comma inside the quotation marks;
3. The name of the periodical, encyclopedia or newspaper, underlined or italicized, followed by a comma;
4. The volume number, followed by a comma, date, followed by a comma (if applicable);
5. p. or pp. preceding the page numbers, followed by a period.

For internet and electronic sources, the following format is used:

1. The author's name (if applicable) last name first, followed by a comma, first name and middle name or initial followed by period;
2. In quotation marks, the title of the article followed by a comma inside the quotation marks;
3. If applicable, the publication the article originated, followed by a period;
4. The date or update given, followed by a period;
- 5 The URL (Web site address) enclosed in angle brackets;
6. The date of your visit, in parenthesis.

Note: The following abbreviations should be used when the information is not available:

n.p.	no place or publication given or no publisher given
n.d.	no date of the publication given
n. pag.	no pagination given

The following examples should aid the author in deciding the correct form.

FOR A BOOK WITH ONE AUTHOR

Cole, Jonathan K. *The Art of Education*. New York: Marian Publishers, Inc., 1995.

FOR A BOOK WITH TWO OR MORE AUTHORS

Rerick, Thomas and Jones, David. *The Sulliers of Michigan*. New York: Knight Books, 1945.

FOR A BOOK THAT IS EDITED

The Conflict in the Middle East. Ed. by Davison, Edward. Denver: Denver Press, 2000..

FOR A BOOK WITH NO AUTHOR'S NAME GIVEN

Dictionary of Education. New York, Marian Publishers, 1999.

FOR AN ESSAY IN A COLLECTION OR A WORK IN AN ANTHOLOGY

Mitchell, Oswald. "The Writer" in *The Complete Works of Mitchell*. Ed. by Lewis Jaronik. Mishawaka, IN: Knight Press, 2002..

FOR AN UNSIGNED ENCYCLOPEDIA ARTICLE

"St. Louis." *Encyclopedia Britannica* (1975 ed.) Vol.21, p.345.

FOR A SIGNED ENCYCLOPEDIA ARTICLE

Schooler, W.C. "Columbia City." *Taylor's Encyclopedia*, 1985 ed. Vol. 2, p. 123.

FOR AN UNSIGNED MAGAZINE ARTICLE

"The Ultimate Exercise Program." *Generic Health*. 10, June 2001: 133.

FOR A SIGNED MAGAZINE ARTICLE

Williams, Frank. "The Rite of Passage in the Midwest." *Today's Youth*. 13 May 2002: 54-56.

FOR AN UNSIGNED NEWSPAPER ARTICLE

"Trade Towers Destroyed." *Los Angeles Press* 12 Sept. 2001: 1.

FOR A SIGNED NEWSPAPER ARTICLE

Costa, Tony. "New Look to an Old Theater." *The Mishawaka News Press* 25 May 1956: 1a-2a.

FOR AN UNSIGNED PAMPHLET

Writing and Thinking Workshops., New York: Bard College, 1995.

FOR A SIGNED PAMPHLET

Jones, C. Jackson. *The Art of Teaching*. South Bend, IN: The Marian Foundation. 1991.

FOR A PLAY

Shakespeare, William. *Romeo and Julie*, Act II, Scene ii.

FOR AN INTERVIEW

Hickey, Mary Louise. Marian High School Stage, Mishawaka, IN, 10:00 a.m., 13 Oct. 1985.

FOR A PERSONAL LETTER

Clinton, William Jefferson, President of the United States. Personal letter from to Tony Adams, 30 January 1997.

FOR A VIDEO PRESENTATION

The Great Gatsby. Dir. by Jack Clayton. Perf. Robert Redford, Mia Farrow, and Bruce Dern. 1975. DVD. Paramount Pictures. 2001.

FOR A PERIODICAL ON A COMPUTER INFORMATION SERVICE (SIRS)

Billisitz, Daniel. "Caprice: Chevrolet's Best Auto." *The South Bend Tribune* 7 Jan 1993: E1+Rot. In *Teen Driver*, Ed. Margaret Smith. Vol. 4. Mishawaka, IN: Social Issues Resources Series, Inc. 1993. Article 53.

FOR AN ON-LINE SIGNED ARTICLE WITH COMPLETE WORK

Switzer, Margaret S. "Writing the Five Paragraph Essay." *The Mishawaka Press*. 28 May 2001. <<http://mishpress.com/2001/accent/4309/232424563.htm>> (22 May 2002).

FOR AN ON-LINE SIGNED ARTICLE, NO COMPLETE WORK

Smoot, Thomas. "Looking for the Perfect Verb." 5 July 1999. <http://www.verbes.en.org/verbs/searching/looking_verbs.html> (23 July 2001).

FOR AN ON-LINE UNSIGNED ARTICLE, NO COMPLETE WORK

"Looking for the Perfect Verb." 5 July 1999. <http://www.verbes.en.org/verbs/searching/looking_verbs.html> (23 July 2001).

FOR AN E-MAIL MESSAGE

Backs, James.<jbacks@server.com> "Paper Links." 25 July 1999. Personal e-mail. (25 July 1999).

FOR A RECORDING

Daher, L.K. *Chicago MBA*. Knights Records. M13112595257.
1997.

FOR A LECTURE, SPEECH, OR ADDRESS

Johnson, John. Address, National Council of Teachers of English
Conference. Mishawaka, IN, 29 Sept, 2001.

SECOND AND LATER ENDNOTE REFERENCES

It is unnecessary for an author to repeat information after it is given in the first reference. One should use a shortened form of the second or later reference. When the same source is used a second or third time, simply write the author's last name and the page number where the material is found.

(Note: the use of **IBID**, **OP.CIT**, and **LOC CIT** are now obsolete and should not be used in endnote references.)

1 Jonathan K. Cole, *The Art of Education* (New York, Marian Publishers, Inc., 1995), p. 215.

2 W.C.Schooler, "Columbia City," *Taylor's Encyclopedia* (1985 ed.), Vol 2, p. 324.

3 Cole, p. 27

If there are two or more works by the same author or two or more authors with the same name, a shortened version of the title after the author's last name should be used.

1. John Smith, *Time and Adventure* (New York, Rand Press, 1999), p. 34.

2. John Smith, *Life and Times* (New York, Rand Press, 2000), p. 38.

3. Smith, *Time*, p 67.

If no author is listed, use the title of the work.

WRITING THEOLOGICAL RESEARCH PAPERS

SOURCES

SCRIPTURE

When citing a passage:

use the name of the book, chapter # and verse# - i.e., JN 3:16

For a bibliographical listing use:

Holy Bible, name of the Edition, city of publication, publisher, copyright date

PAPAL ENCYCLICALS

These are works that are attributed to a Pope although many times there are other Church Officials or theologians who have contributed to the work as well. However, note that it is only the Pope who receives credit as the author. The highest level of authenticity.

When citing a direct quote:

John Paul II, *Evangelium Vitae*, # 71 (author, title and paragraph #)

For a bibliographical listing:

John Paul II, Pope, *Evangelium Vitae* , Boston, St. Paul Media & Books, 1995

PASTORAL LETTERS

These are works done by either the entire College of Bishops, the College of Bishops within a country or an individual Bishop. As all of these groups are members of the Church's Magisterium these works are considered doctrinally correct.

When citing a direct quote:

Economic Justice for All, 6

For a bibliographical listing:

NCCB, Economic Justice for All, city, publisher, year

CATECHISM OF THE CATHOLIC CHURCH

When citing a direct quote: CCC, paragraph #

For a bibliographical listing:

Catechism of the Catholic Church, publisher, city of publisher,
copyright date

CONCILIAR DOCUMENTS

These are teachings which have resulted from one of the Church Councils. They are considered to be authentic as they have papal approval as well as the approval of the majority of the Church's episcopal clergy.

For a direct quote:

Gaudium et spes, 2 2 (title, section #, paragraph #)

For a bibliographical listing:

Editor, Documents of Vatican II, *Gaudium et Spes*, city of publication,
publisher, copyright date

OTHER CHURCH DOCUMENTS:

Declarations, Decrees and Apostolic Exhortations are all considered to be authentic teachings as they are usually signed by the Pope or another member of the Magisterium. (see examples on top of next page)

For a direct quote:

CDF, Declaration on Euthanasia # 2 5 (author, title, section #,
paragraph #)

For a bibliographical listing for Declarations and Apostolic Exhortations:

Sacred Congregation for the Doctrine of the Faith, Declaration on Euthanasia, Vatican City 1980

BOOKS

Be sure that your sources are authentic sources! If you want authentic Catholic Church teachings, be sure that your source has "*Imprimatur*", "**With ecclesiastical approval**" or "*Nihil Obstat*" printed on it. This can be found on the page with the copyright date. These mean that the work is free of doctrinal or moral errors. Sometimes these words will not be found, but there will be a very brief letter from a member of the Apostolic Delegation attesting to its authenticity.

INTERNET

Be wary of information found on the Internet! Almost anyone can get online and print what they want which leads to **many doctrinal errors**. It is also important to state that the nature of publishing and copyright is such that **there is very little scholarly research on the net**. Your best research will be found within books - so start your research with books - that's where scholarly research is being published. Use the Internet only as a supplement to your research. In other words, once you have a good working knowledge of your research topic.

TIPS, REMINDERS, COMMON ERRORS TO AVOID

- + Use the Latin title of Encyclicals, Pastoral Letters and Conciliar Documents. (Remember that foreign titles need to be italicized)
- + When you are using a definite article (the) and referring to **the Church**, the word Church must be capitalized, if you use an indefinite

article (a, an) the word church does not need to be capitalized. Scripture(s) should always be capitalized.

+ Do not use page numbers for Church documents; use the paragraph numbers or section number followed by paragraph number.

+ When citing a source, cite the book in hand. (Many times students quote the source the author of their source quoted.)

+ Make sure you cite the correct publisher for the Catechism of the Catholic Church.

Unless you have read the Latin edition of the CCC, *Libreria Editrice Vaticana* is NOT the correct publisher!

THE MODERN LANGUAGE ASSOCIATION OF AMERICA (MLA) FORMAT

The MLA Format suggests giving credit in the body of a research paper rather than using endnotes. This is generally done by placing the appropriate information (usually the author and page number) in parenthesis after the source needed to be cited. The author should be careful to indicate as precisely as possible the source of this information. For example:

“James Gatz—that was really, or at least legally, his name. He had changed it at the age of seventeen and at the specific moment that witnessed the beginning of his career.” (Fitzgerald 66).

In the event that a book has **two or more authors**, the last names of the authors should be listed exactly as they appear on the WORKS CITED page.

“The sun was shining on this happy day” (Smith and Franks 235).

If a book has **no author listed**, give the title or a shortened version of the title as it appears on the WORKS CITED page.

“The use and sale of tobacco products is growing among young people at an alarming rate” (*Health Information* 321).

In the case of **two works by the same author**, use the author’s last name and a shortened version of the title.

“Though I haven’t ever been on screen, I was brought up in pictures” (Fitzgerald, *Tender is the Night* 3).

A **Works Cited** page at the end of the paper would list all the sources used in the paper. This page replaces both the endnote and bibliography pages.

If there are two or more works by the same author, three dashes (- - -) should appear where the author's name would be and the reference should be in the usual form.

Smith, John. *Time and Adventure*. New York, Rand Press, 1999.

- - - *Life and Times*. New York. Rand Press, 2000.

WORKS CITED

The Works Cited section lists all the sources the author has cited in his/her paper. It does not include works read or studied but not used in the paper. Begin a works cited page on a new page. Number each page continuing from the last page of the text.

AN EASY REFERENCE TO WORKS CITED

1. Type the page number, preceded by the research paper author's last name, in the upper right hand corner of the top of the page.

Note: Microsoft Word will do this automatically with the correct settings. Click **Insert** and **page numbers**. **Put the page number on the top of the page. Align the page number right.** Do not check the box asking if you want a number on page 1. Then, click **View** and find header. **Go to page 2** of the paper and align the header right. Type in the author's last name. Close the box.

2. Center the title WORKS CITED one inch from the top of the page.
3. Use bibliographic and work cited form for all entries (see page 12).
4. Double space entries and double space between entries.
5. List each entry alphabetically by the author's last name.
6. Begin all entries at the left margin, but subsequent lines are indented 5 spaces.

ANNOTATED BIBLIOGRAPHY

An annotated bibliography is simply a bibliography reference that includes a one to two paragraph summary of the main points of the entry. This is similar to the making of note cards when researching a term paper.

Example:

Topic: assassination of John F. Kennedy

Young, Robert. "President Shot in Head; Wife by His Side." *The Chicago Tribune*, 23 November 1963, pp. 1A, col. 3.

This article summarizes the assassination of President John F. Kennedy in Dallas, Texas on November 22, 1963. Kennedy was killed by a sniper as his automobile passed through the streets of Dallas. Mrs. Kennedy, who sat next to her husband, was unharmed. Also in the automobile was Governor John F. Connally. He was seriously wounded.

Kennedy died at 1:00 p.m. Chicago time on November 22, 1963 at a Dallas hospital, a half hour from where he was shot. The article stated "he never regained consciousness." Vice President Lyndon Johnson was sworn in as the 36th President an hour and a half after the assassination. Both he and Mrs. Kennedy left for Washington after the swearing in ceremony. The body of the late President was also aboard Air Force One, the Presidential jet.

The Cover Page

A Cover page is often a requirement of a paper. This page should be separate and unnumbered.

The Basic Design is:

1. the title of the paper, centered, all in capital letters, two inches from the top;
2. double space, center, and type all in capital letters the author of the paper's name;
3. six inches from the top of the page, type the name of the course, under that, the instructors name, and under that the due date of the paper.

(see the model on page 29)

PAPERS THAT DO NOT REQUIRE A COVER PAGE

If the instructor does not require a separate cover page, the information is included on the first page of the paper. If this is the case, the author's last name and a page number should appear in the upper right hand corner of page one

Then Double space and type in the upper left hand side of the paper:

1. The author of the paper's full name;
2. The instructor's name;
3. The name of the course;

4. The paper's due date.

(see the model on page 30)

TITLE OF PAPER
STUDENT'S NAME

Name of Course
Instructor's Name
Due Date

Student's last name 1

Student's name

Instructor

Course

Due Date

Title of Paper

(TEXT)

(TEXT)

(TEXT)

Note: This form should not be used when a cover page is required.

ORGANIZATION OF PAPER

The paper should be organized in the following order:

The Title Page (if required)

The Outline (if required)

Text

Notes Page (non-MLA only)

Bibliography (non-MLA only) or Works Cited (MLA Style)

NOTE: Works Cited pages are numbered but do not generally count as pages of required text. Note and Bibliography pages are not numbered.

TYPING THE FINAL DRAFT

- Margins** **PAGE 1**—If a cover page is required, there should be a two-inch margin at the top to allow for a title, a one and a half inch margin on the left, and a one-inch margin on the right and the bottom of the paper.
- Spacing**
- a. double space the text.
 - b. Do not add additional space between paragraphs.
 - c. Long quotes (four or more typed lines) should be indented five spaces from the left margin and double spaced.
 - d. Poetry should be double space and typed as printed.
- Pagination Of Text** Begin numbering with the second page of the paper (the first page if no cover page is required). Type your last name before each page number in the upper right hand corner of the page
- Title** If a cover page is required, drop down two inches on the first page. Center the title and type in all capital letters. In the case of a long title, divide the title and single space in two lines.
- Triple space from the title to the text.

- Indentation** Indent all paragraphs five spaces.
- Endnotes** Place all endnotes on the second to the last page of the paper. Arrange the references in numerical order corresponding to the numbered references in the text. Single space within entries and double space between entries. Indent the first line of each entry five spaces. Raise the endnote number a half space above the entry. Entitle the page NOTES and follow the directions given for TITLE on page 25. Do not number this page.
- Bibliography** Place bibliographic entries in alphabetical order on the last page of the paper. Single space within an entry and double space between entries. DO NOT indent the first line of the entry, but DO indent each additional line five (5) spaces. Entitle the page BIBLIOGRAPHY and follow the directions given for TITLE on page 25. Do not number this page.
- Works Cited** When using MLA Style, a Works Cited page is used. The works cited should be in alphabetical order on the last page of the paper. Double space within and between entries. Use bibliographic form (see page 12). Entitle the page WORKS CITED and follow the directions given for TITLE on page 25. This page takes the place of the Endnotes and Bibliography pages. Number this page.

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