

**Plymouth Regional
High School
SAU48
Guide to
Format and
Documentation**

2010/2011 School Year



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General Guidelines

The purpose of documentation is to avoid representing someone else's work as your own and to refer readers to the specific source you are citing.

This guide explains the style recommended by the Modern Language Association (MLA) for documenting sources in a research paper. All classes at Plymouth Regional High School and SAU48 are expected to use this format, except where otherwise noted.

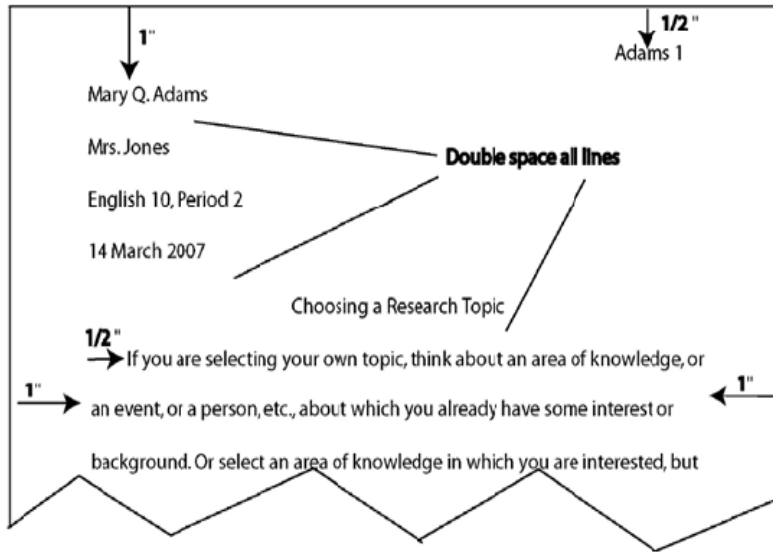
Plagiarism Policy

Plagiarism is using someone else's ideas and not giving proper credit. Plagiarism may be unintentional, but it is still a serious offence, and may be easily avoided by following the directions in this guide.

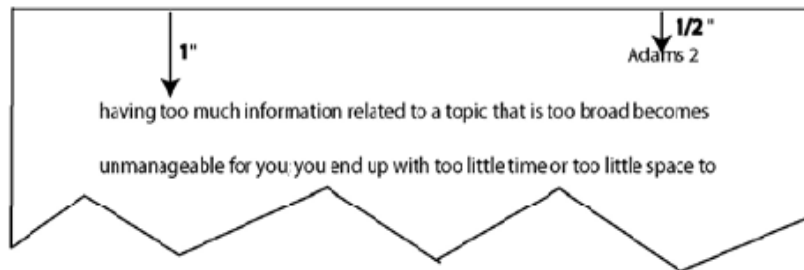
According to the PRHS Student Handbook a student found to have plagiarized is to receive no credit for the assignment at issue. Parent(s), guidance counselors and the Assistant Principal are to be notified by the teacher of the first offense and a conference will be scheduled. Second (repeated) offenses are to be referred to the Assistant Principal by the teacher/counselor for further action.

No credit will be awarded for any work completed through cheating or plagiarism.

Top of the First Page of a Paper



Top of a Text Page



- There is no cover page
- 1-inch margins all around
- Double space everything
- Header has 1/2" top margin, your last name and page number, no punctuation

In-Text Citations

The MLA guidelines require that you cite quotations, summaries, paraphrases, and other material used from sources within parentheses placed at the end of the sentence in which the quoted or paraphrased material appears. These in-text parenthetical citations correspond to the Works Cited page found at the end of your paper. On-line sources follow the same pattern as print versions.

Type of Entry	Works Cited Entry	In-Text Citation
book with single author	Almond, Steve. <i>Candy-freak</i> . Chapel Hill: Algonquin Books, 2004. Print.	(Almond 23)
website	<i>Kara Chocolates</i> . Web. 24 Oct. 2006 http://www.karachococolates.com >.	(Kara Chocolates) or mention in your text "According to the Kara Chocolates website..."
story or poem within an anthology or collection	Cheever, Mary. "The Need for Chocolate." <i>Candy Poems</i> . Ed. Jerry White. New York: Hyperion, 2005. 32-33. Print.	(Cheever 32)
Youtube video (or other online media)	Helge, Jan. <i>Baking: How to Make a Chocolate Cake</i> . 2 June 2007. <i>YouTube</i> . Web. 30 Aug. 2008 < http://www.youtube.com/v/Og&hl=en&fs=1 >.	(Helge) or mention in your text: "Helge's video demonstrates..."

To create your Works Cited list, sign up for a NoodleBib account

www.noodletools.com | "sign in"

Choose: "An account linked to a school/library subscription or trial"

School/Library Username: **Plymouthhs**

School/Library Password: **03264**

Now create your own username and password.

How to Cite Items from a Textbook

Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name.

Place of Publication: Publisher, Year. Page range of entry. Medium of Publication.

Here are a couple of examples from the Brit Lit textbook:

Beowulf. *Literature: The Reader's Choice*. Trans. Burton Raffel. New York:

McGraw-Hill/Glencoe, 2007. 24-50. Print.

Gray, Thomas. "Elegy Written in a Country Churchyard." *Literature: The*

Reader's Choice. New York: McGraw-Hill/Glencoe, 2007. 710-714. Print.

Shakespeare, William. *Macbeth*. *Literature: The Reader's Choice*. New York:

McGraw-Hill/Glencoe, 2007. 317-402. Print.

Note that the second line of each entry is **indented, double-spaced, and alphabetized by the first item in each entry.**

Now **PAY ATTENTION HERE!** When citing sources in your essay, your citation must correspond to the first item of the works cited entry. With poems, give line numbers. With plays, give Act, scene, and line number. For novels, give page numbers. For example, if you are citing *Macbeth*, your in-text citation would begin with Shakespeare, then give the Act, scene, and line number: (Shakespeare 1.3.47). An in-text citation for *Beowulf* must begin with *Beowulf* (*Beowulf* line 53). **Once you have given the initial citation, you need only cite the page or line number until your source changes.** So in a paper about *Beowulf* that ONLY cites *Beowulf*, all successive citations after the first would eliminate the title and simply record the line number: (109-111).

STILL PAYING ATTENTION? If your in-text citation does not correspond with the first item in the works cited entry, then you have failed to provide proper credit. Failure to provide proper credit is plagiarism, intentional or not.

How to Cite Items from Our Textbook using NoodleBib:

(You must use MLA **Advanced** in order to cite an item in a Textbook properly)

Choose "Anthology / Book Collection "

<next>

Select "Material in a collection / anthology"

<next>

Select "Print"

<next>

"Title of the Entire Book/Anthology"

Enter the Title of the Textbook

"Title of the Specific Work"

Enter the title of the document you are citing

"Author of the Specific Work"

Enter the author of the document you are citing

Fill out form accurately and completely.

You will leave some sections blank depending on the work. Read each section and decide for yourself. You may have to include a translator or other information.

Works Cited Example

Harland 5

Works Cited

Almond, Steve. *Candyfreak*. Chapel Hill: Algonquin Books, 2004.

Print.

Bramley, Ann. "Food of the Gods: A Sacred History of Chocolate."

Podcast Directory. N.p., 7 July 2009. Web. 29 Aug. 2010.

<<http://www.podcastdirectory.com/podshows/22965>>.

Charlie and the Chocolate Factory. Dir. Tim Burton. Based on a novel

by Roald Dahl. Perf. Johnny Depp and Helena Bonham

Carter. 2005. Warner Bros. DVD.

Cheever, Mary. "The Need for Chocolate." *Candy Poems*. Ed. Jerry

White. New York: Hyperion, 2005. 32-33. Print.

Helge, Jan. *Baking: How to Make a Chocolate Cake*. *YouTube*.

2 June 2007. Web. 30 Aug. 2008. <[http://](http://www.youtube.com/v/au_c7aXeMOg&hl=en&fs=1)

www.youtube.com/v/au_c7aXeMOg&hl=en&fs=1>.

Hinkle, Samuel F. "Chocolate." *Encyclopedia Americana*. *Grolier*

Online. Web. 12 Oct. 2006. <<http://go.grolier.com/>>.

"History of Chocolate." *Kara Chocolates*. N.p., 2000. Web. 24 Oct.

2006. <<http://www.karachocolates.com/chochist.html>>.

Klimt, G. *The Kiss*. 1907. Oesterreichische Galerie im Belvedere,

Vienna. *Art Collectors' Guild*. Web. 12 Sept. 2007. <[http://](http://www.artcollectorsguild.com/detail)

www.artcollectorsguild.com/detail>.

Lockett, Kath. "Mint-tastic M&Ms." *Chocablog*. N.p., n.d. Web. 29 Aug.

2008. <<http://www.chocablog.com>>.

- McMurray, Shandley. "Foods that Soothe." *Chatelaine* Oct. 2006: 156-158. *MAS Ultra - School Edition*. Web. 12 Oct. 2006. <<http://search.ebscohost.com/login.aspx?direct=true&db=ulh&AN=22271294&site=src-live>>.
- Moscowitz, Clara. "Getting Drunk on Chocolate in 1100 B.C." *Discover* 7 Apr. 2008: 37-38. Print.
- . "Getting Drunk on Chocolate in 1100 B.C." *Discover* 7 Apr. 2008: Web. 30 Aug. 2008. <<http://discovermagazine.com/2008/apr/getting>>.
- Paquette, Madelyn. "Cooking with Chocolate." PRHS. Plymouth, NH. 15 Oct. 2008. Oral presentation.
- Parsons, Bruce. Personal interview. 8 Sept. 2008.
- Price, Robert. E-Mail interview. 10 Sept. 2008.
- Sixteen Short Stories about Chocolate: An Anthology*. New York: Dutton, 1985. Print.
- Soref, Anna. "Sweet News About Chocolate." *Better Nutrition* Oct. 2006: 60-62. *MAS Ultra - School Edition*. Web. 12 Oct. 2006. <<http://search.ebscohost.com/login.aspx?direct=true&db=hxh&AN=22434276&site=src-live>>.

Note: The second line of each entry is indented.

The entire works cited list is double spaced.

The main entry (first word) is alphabetized.

If you only have one work to cite the title is Work Cited, not Works Cited.

Works Consulted

The Chicago Manual of Style. Chicago: University of Chicago, 2010.
Print.

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*.
New York: Modern Language Association of America, 2008.
Print.

Hacker, Diana. *A Writer's Reference*. Boston: Bedford/St. Martin's,
2003. Print.

Strunk, William, and E. B. White. *The Elements of Style*. New York:
Longman, 2000. Print.

Trimmer, Joseph F. *The Essentials of MLA Style: a Guide to the Sys-
tem of Documentation Recommended by the MLA for Writers of
Research Papers, with an Appendix on APA Style*. Boston, MA:
Houghton Mifflin, 1998. Print.

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