

WTW Style Manual for Academic Papers

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Note

This document is designed as a tool to assist students in writing the many varieties of academic papers required for high school. It presents a combination of the various style manuals to provide a single source for writing academic papers at W.T. Woodson High School. The Instructional Council has designated this manual as the standard by which all academic papers should be formatted.

Since we recognize that college and the world outside of school will have a variety of requirements for technical writing, we encourage students to learn how to read this document as a style manual, for that skill will allow them to be successful meeting the standards for American Psychological Association, Modern Language Association, Chicago, or any of the other style manuals required by colleges and universities.

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Part I: Format of the Academic Paper

Note: See Appendices A and B for instructions on changing margins in Word 2003 and Word 2007.

1.1 Paper and typeface

- Use only 8 1/2 –by-11 inch paper.
- Choose Arial or Times New Roman 12-point font.
- Print on one side of the paper in black ink.
- Always keep an electronic copy of your paper.

1.2 Margins and Spacing

Set your margins at 1” at the top, bottom, and sides of the paper. Note: Microsoft Word 2003 has side margins set automatically at 1.25”. **These must be changed.**

Paragraphs are indicated by indenting 1/2”. Hit TAB one time to indent a paragraph. **Do not put additional spacing between paragraphs.**

The body of the paper is left-justified, not center- or fully-justified.

All parts of your essay must be **double-spaced**. See Appendices A and B for instructions on changing spacing.

The Works Cited or Bibliography pages must be **single-spaced with double-spacing between entries**.

1.3 Heading, Header, and Title

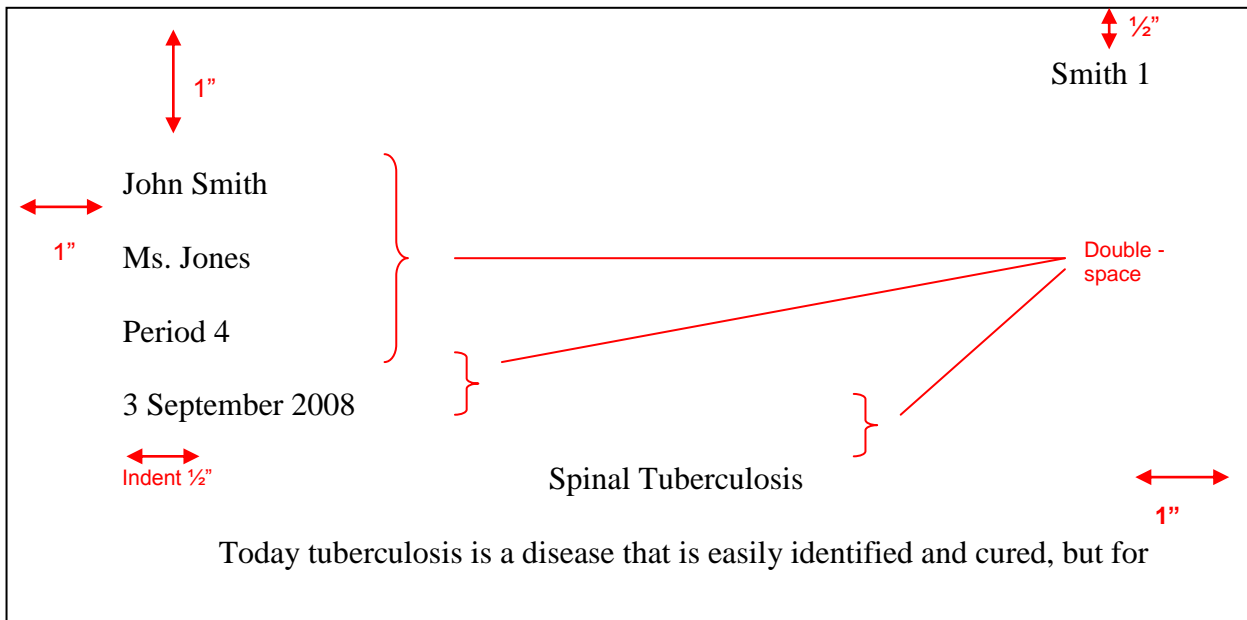
Your paper does not have a title page. Instead, create a heading beginning 1” from the top of the first page next to the left margin. Be sure to include your name, your teacher’s name and period, and the date you submit the paper.

Page numbers are 1/2” from the top of the paper. They are right-justified in the “Header.” Your last name and the page number must be on each page of the paper. See Appendices A & B for instructions on formatting the header.

The **title** of the paper is centered just below the heading in regular font. ***Please note: Do not make the title a bigger font! Do not underline or italicize the title.***

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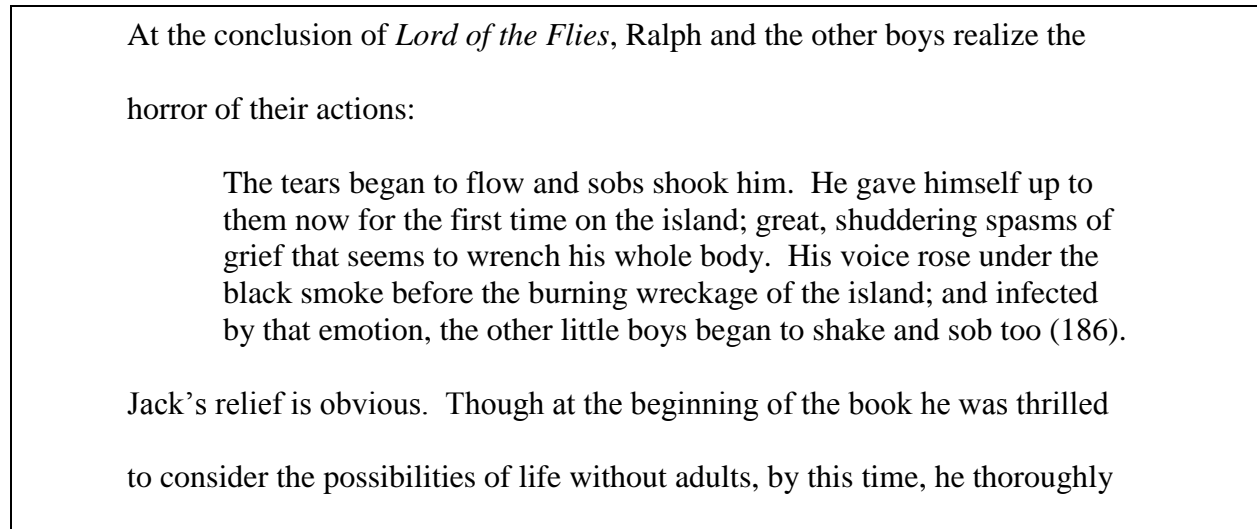
1.4 Example of the first page



1.5 Long Quotations

A long prose quotation (more than four lines) requires special formatting. Indent 1" from the left margin and type the quotation single-spaced, preceded by a colon, and without quotation marks.

EXAMPLE (Gibaldi):



1.6 Data Analysis

1.6.1 Tables and Charts

- Each data table should have a title which states the independent variable and dependent variable.
- Each column in the data table should reflect the variable that you are measuring along with its unit, in the form of "variable (unit)."

- There might be slight variations in the format based on the area of science.
- General Format:
 - Should be done on a computer. If not, a ruler must be used.
 - Gridlines must be included
 - All data should be centered in the cell, both horizontally and vertically
- See your teacher for specific formatting requirements for your curriculum.

1.6.2 Graphs

- Title must be descriptive and include the variables you measured.
- Axes must be labeled with the variable recorded and the unit, in the form of “variable (unit).”
- General Format:
 - Should be done on a computer. If not, a ruler must be used.
 - The axes should be divided into an appropriate scale based on what you are measuring. Axes should typically start at zero.
 - If you are representing multiple data sets on one graph, include a legend.
 - If using a scatter plot, a trend line is generally used. In that case, do not include a line that connects the dots.
- See your teacher for specific formatting requirements for your curriculum.

1.6.3 Data Calculations

- When a calculation is required as part of the analysis, a sample calculation needs to be shown.
- If doing a statistical analysis, include type of statistical test that was used and the probability value. Calculations do not necessarily need to be shown.

1.6.4 Analysis Statement

- This is a description of the trend in your data. This does not offer any explanation.
- You may include a statement as to whether you accept or reject your research hypothesis. You should never say that you prove or disprove your hypothesis.

1.6.5 Other

- **Biology:** When discussing a living organism, use the scientific name. It should be italicized. “Genus” should start with a capital letter and “species” with a lower case letter.
- “Effect” is a noun, and “affect” is a verb.
- Ensure you are using the correct plural form of a word, such as “bacteria” (plural of “bacterium”) and “analyses” (plural of “analysis”).
- When writing numbers in scientific notation, it should be done correctly. 1.6×10^{-19} C is not correct, but 1.6×10^{-19} C is. **See Appendix D (32) for instructions on how to format scientific notation.**
- Variables should always be italicized. Vectors should be boldfaced and ***not*** italicized.
- If time is one of your variables, it should be on the x -axis.
- If a variable is represented by a Greek letter, use the actual Greek letter rather than the English term or writing it out. For example, show “ Ω ” rather than writing “omega.” **See Appendix C (31) for instructions on including symbols.**

1.7 Pictures: See your teacher for information about formatting pictures.

Part II: Research Component

2.1 Plagiarism

2.1.1 Definition of Plagiarism

Most academic writing requires students to read and assimilate information from a variety of sources. These sources must be acknowledged and referenced or plagiarism occurs.

According to Dictionary.com, plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” To avoid plagiarism, students must submit with each researched academic paper a Works Cited or Bibliography page, and they must provide internal documentation to credit the authors whose ideas they use.

Further, simply providing internal documentation is insufficient for an exact copy of an author’s words. **You must use quotations marks to set-off word-for-word reproductions.** Internal documentation means you have used the author’s ideas; quotation marks mean you have used his words.

Plagiarism.org provides details on what constitutes plagiarism. It cites all of the following as examples of plagiarism (emphasis added):

- Turning in someone else’s work as your own.
- Copying words **or ideas** from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- **Changing words but copying the sentence structure of a source without giving credit.**
- **Copying so many words or ideas from a source that it makes up the majority of your work** whether you give credit or not. (“What is Plagiarism?”)

Remember, too, that **all** sources used in your paper must be cited. For example, if you interview an expert in the field of genetic engineering, that interview must appear on your Bibliography or Works Cited page, and internal documentation must follow all references to the information you received during that interview.

2.1.2 When documentation is not required

Documentation is not required when

- using a familiar proverb or saying (“A stitch in time saves nine”).
- repeating a well-known quotation (“I have a dream”).
- referring to common knowledge (“The Declaration of Independence was signed on July 4, 1776”).

However, when in doubt, cite your source.

2.1.3 Other Concerns

Reusing a research paper from one course in another is cheating. If you would like to do more research on a topic you have used before, be sure to check with your teacher.

Teachers sometimes assign students to work on projects in small groups; then you will put the names of all participants on the paper you submit. Any project that is assigned as an individual project (research paper, homework assignment, etc.) must be completed by each student separately. Using another's paper as a source for your own is also cheating.

2.1.4 Ways to avoid plagiarism

Gibaldi recommends several ways to avoid plagiarism:

- Be sure to consider your paper as you complete the research for it.
- Take notes marking word-for-word reproductions in quotation marks.
- Never copy and paste text from an internet source directly into your paper.
- Identify the sources for all the information you take from others.
- Ask your teacher if you have any questions about sources and citations.

2.1.5 Consequences of plagiarism

In the real world, the consequences of plagiarism are very serious. People lose their reputations and careers when they plagiarize the ideas, stories, or style of others. In addition, legal consequences can ensue including significant monetary damages if the plagiarism results in damages to the source or original author.

Woodson takes plagiarism very seriously, and teachers use many tools including Turnitin.com to identify cheating. The Woodson documents that you sign at the beginning of the year set out the consequences. When teachers discover instances of plagiarism in major or minor assignments, they call your home, write referrals to the Honor Council, and assign grades of zero for the projects. Administrative consequences increase with each referral.

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2.1.6 Fairfax County Explanation and Policy on Plagiarism

The Fairfax County Public Schools' high school guide to Grading and Reporting to Parents states:

Cheating and plagiarizing are unacceptable behaviors that have moral and legal implications.

Cheating is violating established rules and codes of ethics. Plagiarizing is falsely claiming authorship. Cheating and plagiarizing are serious offenses.

I. Guidelines

A. Teachers have the responsibility to:

1. Teach or review the correct use of sources and citations when assigning work.
2. Structure conditions during testing to alleviate the possibility of cheating.
3. Specify the types of collaboration that are discouraged and those that are encouraged.

B. Students have the responsibility to:

1. Avoid situations that might contribute to cheating or plagiarizing.
2. Avoid unauthorized assistance.
3. Use sources in the prescribed manner.
4. Document borrowed materials by citing sources.
5. Avoid plagiarism by using quotation marks for statements taken from others, by acknowledging information and ideas borrowed from any source, and by consulting faculty members about questionable situation.
6. Avoid “cutting” and “pasting” from computer text without proper attribution.

II. Implications

Students who violate “the spirit or the letter of the law” as regards cheating and plagiarizing must accept responsibility for their actions and the accompanying consequences. Consequences may include:

- A. A parent-student-administrator conference.
- B. A lowering of the grade or receiving an F for the assignment.
- C. An alternative assignment or recompletion of the original assignment.

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2.2 Works Cited pages and Parenthetical Documentation

2.2.1 Definitions of Terms

A **Works Cited** list contains all the sources you used in the text of your paper. It differs from a **Bibliography** which contains all the books you consulted. Use of a Works Cited page allows the writer to include all sources including nonprint sources such as films and radio programs which would not be a part of a Bibliography. Ask your teacher which s/he expects; **you will never need both.**

Parenthetical (or “**internal**”) **documentation** refers to the citations within the text of the paper that refer the reader to the Works Cited or Bibliography page to find more information about the source of the information, ideas, or quotations in the text. Since you want the reader to find the information easily, you will be as specific as possible, using page or paragraph numbers when available.

An **Annotated Bibliography** contains sources on a particular topic with your comments about the sources’ effectiveness and usefulness.

2.2.3 How to prepare a Works Cited or Bibliography

Once you believe you have completed your research, create a rough draft of your Works Cited or Bibliography. You will need this for the internal documentation in your paper. You will also keep track of which sources you use for your information, so you will accurately list them on the final copy of the page.

While writing your paper, you may discover that you need more information. If so, find additional sources, and add the information to the Works Cited/Bibliography draft.

Remember these general requirements for the Works Cited/Bibliography page:

- Start a new page that will eventually appear at the end of your paper.
- Number it sequentially from the last page of the paper itself. The header, as on the other pages, will include your last name and the page number on the right margin, ½” from the top of the page. This will continue the numbering in your paper.
- **Single-space** the page.
- Center the title “Works Cited” or “Bibliography” 1” from the top of the page. **Do not use the quotation marks.**
- The first line of the entry is on the left margin. All additional lines are indented ½” from the left margin. This format is called “hanging indent.”
- ***Make the space between the entries double-space.*** (See page 25 for an example.)
- Put the entries in alphabetical order ignoring any article (“a,” “an,” or “the”) that comes at the beginning.

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2.2.4 Formatting the Parenthetical Documentation

Woodson requires parenthetical (or internal) documentation. This allows the reader to know quickly where the writer of the paper found his/her information. It always refers back to the Works Cited or Bibliography page, and so the format of the documentation is based on the entries: e.g. if the words are italicized on the Works Cited page, they will be italicized in the parenthetical documentation. See the samples in the boxes below.

As a rule, you will use *first word* in the citation. The word will refer the reader to the correct source. If the source is Print and has page numbers, you will also include the page number where you found the quotation, fact, statistic, or other information.

If the Works Cited or Bibliography page contains two or more entries that begin with the same word(s), you will copy the first and all following words until you have one that is different. **Be sure to start with the first word, though, so the reader is able to find your source!**

The documentation immediately follows the quotation or fact cited, but the parentheses stay within the sentence; consequently, the period is *outside* the parentheses as in this example from a research paper by Diana Mihalache referring to this entry on the Works Cited page:

Ellis, Peter Berresford. *Celtic Women: Women in Celtic Society and Literature*. Grand Rapids: William B. Eerdmans Publishing Company, 1995. Print.

At these meetings the “sexes [from the same tribe] were not seated separately but as clans” (Ellis 106). This further strengthened women’s power in the society.

Aside from being landowners and political leaders, women could also become poets, priestesses, and teachers (170).

NOTES on example:

The words “[from the same tribe]” are in brackets because the writer has added them as explanation to the original quotation from the Ellis text.

The second parenthetical reference does not require the author’s name since it is from the same source as the previous citation. Although it is not quoted directly (e.g. with quotation marks word-for-word from the book), this information still requires a reference since the facts were available only through this source.

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2.3 Specific Works Cited/Bibliography Entries and Parenthetical References

Generally the entries on the Works Cited/Bibliography page will include author's name, title of the article and/or book, and publication information. The sections below give more specifics about formatting the entries from different types of sources.

Be sure to follow all instruction including italicizing, punctuation (colons, periods, commas, quotation marks), and spacing. *In academic papers, all the details are important!*

Alphabetize anonymous sources by the first letter of the title ignoring “a,” “an,” or “the.”

Note: All examples are from the sources in the guide's Works Cited.

Guide to Works Cited/Parenthetical References

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2.3.16	<i>Article: Database (NOT magazine/news/journal)</i>	19
2.3.17	<i>Article: Newspaper</i>	19
2.3.18	<i>Article: Newspaper from Database</i>	20
2.3.19	<i>Internet: Website (page from a website)</i>	20
2.3.20	<i>Internet: Website (entire website)</i>	21
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2.3.31	<i>Video Clip Online (YouTube and other websites)</i>	26
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2.3.33	<i>Oral Presentations (e.g. Speeches, Lectures)</i>	27
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NOTE: Because a book on an eReader is first and foremost a book, when using an eReader, complete the citation exactly as shown in the appropriate sample, but instead of the format listed (e.g. Print or Web), write the name of the eReader and the word Edition (e.g. Kindle Edition or Nook Edition).

Example:

Collins, Suzanne. *The Hunger Games*. New York: Scholastic Paperbacks, 2009. Kindle Edition.

2.3.1 Book: Single Author

Work Cited:

Author's Last Name, First Name. *Title of Book*. Publication city: Publisher's Name, Publication year. Print.

Example:

Fukuyama, Francis. *Our Posthuman Future: Consequences of the Biotechnology Revolution*. New York: Farrar, 2002. Print.

Parenthetical Reference:

(First-word-in-citation page)

Example:

(Fukuyama 36)

2.3.2 Book: Multiple Authors

Work Cited:

Author's Last Name, First Name, and Second Author's First Name Last Name. *Title of Book*. Publication city: Publisher's Name, Publication year. Print.

Example:

Eggins, Suzanne, and Diane Slade. *Analyzing Casual Conversation*. London: Cassell, 1997. Print.

Parenthetical Reference:

(Authors' Last Names page)

Example:

(Eggins and Slade 146)

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2.3.3 Book: Textbook

Work Cited:

Author's Last Name, First Name. *Title of Book*. Publication city: Publisher's Name, Publication year. Print.

NOTE: If a book has more than 4 authors, just list the first and then add "et al."

Example:

Beck, Roger, et al. *World History: Patterns of Interaction*. Evanston, IL: McDougal Littell, 2005. Print.

Parenthetical Reference:

(First-word-in-citation page)

Example:

(Beck 545)

2.3.4 Book: Anthology

Work Cited:

Editor's Last Name, First Name, ed. *Title of Book*. Publication city: Publisher's Name, Publication year. Print.

Example:

Lopate, Phillip, ed. *The Art of the Personal Essay: An Anthology from the Classical Era to the Present*. New York: Anchor-Doubleday, 1994. Print.

Parenthetical Reference:

(Editor's Last Name page)

Example:

(Lopate 36)

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2.3.5 Book: Corporate Author

Work Cited:

Group name. *Title of Book*. Ed. Editor First Name Last Name. Publication city:
Publisher's Name, Publication year. Print.

Examples:

With Editor:

American Medical Association. *The American Medical Association Encyclopedia of
Medicine*. Ed. Charles B. Clayman. New York: Random, 1989. Print.

Without Editor:

National Research Council. *Beyond Six Billion: Forecasting the World's Population*.
Washington: National Academy, 2000. Print.

Parenthetical Reference:

(Corporation page)

Examples:

(American Medical Association 36)

(National Research Council 12)

2.3.6 Book: Work in Anthology

Work Cited:

Author Last Name, First name. "Title of Work." Trans. Translator's Name. *Title of Book*.
Ed. Editor's Name. Publication city: Publisher's Name, Publication year. Page
numbers. Print.

[NOTE: Use the translator's name only when necessary,]

Examples:

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. *A Hammock beneath
the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York:
Plume, 1992. 83-88. Print.

Franco, Veronica. "To the Painter Jacopo Tintoretto." *Poems and Selected Letters*. Eds.
and trans. Ann Rosalind Jones and Margaret F. Rosenthal. Chicago: University of
Chicago Press, 1998. 35-37. Print.

Parenthetical Reference:

(First-word-in-citation page)

Examples:

(Allende 84)

(Franco 35)

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2.3.7 Book: Article in Reference Book

Work Cited:

Author Name if given. "Article Title." *Title of Book*. Editor' Name if given. Edition number. Vol. #. Publication city: Publisher's Name, Publication year. Page #s. Print.

Examples:

Hanagan, Michael P. "Labor History: Strikes and Unions." *Encyclopedia of European Social History From 1350-2000*. Ed. Peter N. Stearns. Vol. 3. Detroit: Charles Scribner's Sons, 2001. 253-266. Print.

"Mandarin." *The Encyclopedia Americana*. 1994 ed. Print.

[NOTE: This source has no author or editor listed and is a common reference tool, so no publication information is needed.]

Parenthetical Reference:

(First-word-in-citation page)

Examples:

(Hanagan 256)

("Mandarin" 162)

2.3.8 Book: Anonymous

Alphabetize anonymous sources by the first letter of the title ignoring "a," "an," or "the."

Work Cited:

Title of Book. Publication city: Publisher's Name, Publication year. Print.

Examples:

Encyclopedia of Virginia. New York: Somerset, 1993. Print.

The Holy Bible: New International Version. Grand Rapids: Zondervan, 1984. Print.

Parenthetical Reference:

(Word-alphabetized page)

Examples:

(*Encyclopedia* 36)

(*Holy Bible* 687)

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2.3.9 E-Book (print book available through a database)

Work Cited:

Last Name, First Name (if available). "Article Title." *Title of Book*. Ed. Editor(s) Name. Edition. Volume. Place of Publication: Publisher, Date. Page Numbers. *Database Name*. Database. Date Accessed.

Example:

Hurd, Amy R. "Board Games." *Encyclopedia of Recreation and Leisure in America*. Ed. Gary S. Cross. Vol. 1. Detroit: Charles Scribner's Sons, 2004. 108-112. *Gale Virtual Reference Library*. Database. 9 Sep. 2009.

Parenthetical Reference:

(Word-alphabetized page)

Example:

(Hurd 111)

2.3.10 E-Book (from a website)

Work Cited:

Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Publication Date. *Title of Website*. Web. Date Accessed. <URL>.

Shorten the URL for websites by stopping at the first slash.

Example:

Bonnet, Bob and Dan Keen. *46 Science Fair Projects for the Evil Genius*. New York: McGraw-Hill, 2009. *Google Books*. Web. 28 Sep. 2009. <http://books.google.com>.

Parenthetical Reference:

(First-word-in-citation [or two authors' names] page)

Example:

(Bonnet and Keen 3)

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2.3.11 Article: Reference Book

Work Cited:

Author Last Name, First Name. "Article Title." *Title of Book*. Editor's Name. Place of Publication: Publisher, Publication Date. Page Numbers. Print.

Example:

Burbank, Rex J. and Jack B. Moore. "America During the Period of Romanticism." *American Romanticism*. Ed. Jennifer A. Hurley. San Diego: Greenhaven Press, Inc., 2000. 27-31. Print.

Parenthetical Reference:

(First-word-in-citation [or two authors' names] page)

Examples:

(Burbank and Moore 28)

2.3.12 Article: Journal

Work Cited:

Last Name, First Name. "Article Title." *Title of Journal* Vol.Iss# (Publication Date): Pages. Print.

Example:

Check, Erika, Maureen Lewis, and Roger Bate. "Quest for the Cure." *Foreign Policy* 155 (Jul/Aug 2006): 28-36. Print.

Parenthetical Reference:

(Word(s)-alphabetized Page)

Example:

(Check, Lewis and Bate 7)

2.3.13 Article: Magazine

Work Cited:

Last Name, First Name. "Article Title." *Title of Magazine* Publication Date: Page Numbers. Print.

Example:

Thomas, Evan. "What Teddy Can Teach Us." *Newsweek* 7 Sep. 2009: 30-3. Print.

Parenthetical Reference:

(Word(s)-alphabetized Page)

Example:

(Thomas 32)

2.3.14 Article: Journal from a Database

Work Cited:

Last Name, First Name. "Article Title." *Title of Journal* Vol.Iss# (Publication Date):
Pages. *Database Name*. Database. Date Accessed.

Example:

Champion, Laurie. "Lee's 'To Kill a Mockingbird'." *The Explicator* 61.4 (Summer 2003):
234-6. *Literature Resource Center*. Database. 8 Feb. 2008.

Parenthetical Reference:

(First-word-in-citation page)

Example:

(Champion 235)

2.3.15 Article: Magazine from a Database

Work Cited:

Last Name, First Name. "Article Title." *Magazine Title* Publication Date: Page Numbers.
Database Name. Database. Date Accessed.

Examples:

Layden, Tim. "A Portrait of a Child at Play." *Sports Illustrated* 13 Nov. 2009: 58.
ProQuest Platinum. Database. 10 Sep. 2009.

Parenthetical Reference:

(First-word-in-citation page number if available)

Examples:

(Layden 58)

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2.3.16 Database article (NOT magazine/news/journal article) ex. ABC-CLIO

Work Cited:

Last Name, First Name. "Article Title." *Database Name*. Publisher, Publication date.
Database. Date Accessed.

Examples:

"War with Mexico (overview)." *American History*. ABC-CLIO, 2008. Database. 6 Mar.
2008.

Parenthetical Reference:

(First-word-in-citation page number if available)

Examples:

("War")

2.3.17 Article: Newspaper

Work Cited:

Last Name, First Name. "Article Title." *Newspaper Title* Publication Date: Page Number.
Print.

Examples:

McCarthy, Michael. "Eating Away the Innings in Baseball's Cheap Seats." *USA Today* 7
Mar. 2008:A1+. Print.

Parenthetical Reference:

(First-word-in-citation page number)

Examples:

(McCarthy A1)

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2.3.18 Article: Newspaper from Database

Work Cited:

Last Name, First Name. "Article Title." *Newspaper Title* Publication Date: Page Number.
Database Name. Database. Date Accessed.

Examples:

Raine, George. "Virgin Jet to Fly on Biofuel in Test of Cleaner, Cheaper Option." *San Francisco Chronicle* 5 Feb. 2008. *Student Resource Center – Gold*. Database. 7 Mar. 2008.

Parenthetical Reference:

(First-word-in-citation page number if available)

Examples:

(Raine)

2.3.19 Internet: Website (page from a website)

Work Cited:

Editor, author, or compiler name (if available). "Article Title." *Name of Website*.
Publisher/Sponsor of Website. Date of Last Update. Web. Date Accessed. <URL>.

Examples:

West, Larry. "Why is Recycling Not Mandatory in All U.S. Cities?" *About.com: Environmental Issues*. About, Inc. 2009. Web. 10 Sep. 2009.
<<http://environment.about.com>>.

"Roller Coaster." *Amusement Park Physics*. Annenberg Media. 2009. Web. 30 Sep. 2009.
<<http://www.learner.org>>.

Parenthetical Reference:

(First-word-in-citation)

Examples:

(West)
("Roller")

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2.3.20 Internet: Website (entire website)

Work Cited:

Editor, author, or compiler name (if available). *Name of Website*. Publisher/Sponsor of Website. Date of last update (if available). Web. Date accessed. <URL>.

Example:

The Civil War and Reconstruction Era. Rutgers University Libraries. 23 Oct. 2004. Web. 2 Feb. 2007 <<http://andromeda.rutgers.edu>>.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(*The Civil War and Reconstruction Era*)

2.3.21 Internet: Journal Article

Last Name, First Name. "Article Title." *Title of Journal* Vol.Iss# (Publication Date): Pages (if available). Web. Date Accessed. <URL>.

Example:

Rosen, Christine. "Virtual Friendship and the New Narcissism." *The New Atlantis* 17 (Summer 2007). Web. 10 Sep. 2009. <<http://www.thenewatlantis.com>>.

Parenthetical Reference:

(First-word-in-citation)

Example:

(Rosen)

2.3.22 Internet: Magazine Article

Work Cited:

Last Name, First Name. "Article Title." *Title of Magazine* Publication Date: Page Numbers (if available). *Title of Website*. Web. Date Accessed. <URL>.

Example:

Lavender, William and Mary Lavender. "Suffragists Storm Over Washington D.C. in 1917." *American History* Oct. 2003. Web. 8 Feb. 2008. <<http://www.historynet.com>>.

Parenthetical Reference:

(First-word-in-citation [or two authors' names])

Example: (Lavender and Lavender)

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2.3.23 Internet: Newspaper Article

Work Cited:

Last Name, First Name. "Article Title." *Title of Newspaper* Website Publisher/Sponsor, Publication Date. Web. Date Accessed. <URL>.

Example:

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times* New York Times, 22 May 2007. Web. 25 May 2009. <<http://www.nytimes.com>>.

Parenthetical Reference:

(First-word-in-citation)

Example:

(Dean)

2.3.24 Internet: Image from a Website

Work Cited:

Artist Last Name, First (if available). "Description" or *Title of Image*. Date of image. Collection/Museum Name (if available). *Name of Website*. Web. Date Accessed. <URL>.

Examples:

Currin, John. *Blond Angel*. 2001. Indianapolis Museum of Art. *IMA*. Web. 28 Sep. 2009. <<http://www.imamuseum.org>>.

Gallay, Charly. "Portrait of Dennis Hopper." 14 June 2009. Getty Images for CineVegas. *Life*. Web. 30 Sep. 2009. <<http://www.life.com>>.

Parenthetical Reference:

(First-word-in-citation)

Examples:

(Currin)

(Gallay)

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2.3.25 *Image from a Database*

Work Cited:

Artist Last Name, First (if available). Description or *Title of Image*. Date of image (or n.d. for no date). Physical Location of Image (if available). *Database Name*. Database. Date Accessed.

Example:

Election of 1896. Library of Congress. n.d. *American History*. Database. 30 Sep. 2008.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(*Election of 1896*)

2.3.26 *Image from a book*

Work Cited:

Artist's last name, first name. "Description" or *Title of art work in italics*. Date of image. Collection/Museum Name (if known), city where housed if not already named. *Title of Book*. By Author's First Name Last Name. Place of Publication: Publisher, Publication date. Page or plate/figure/slide number. Print.

Examples:

Cole, Thomas. *Expulsion from the Garden of Eden*. 1827-1828. The Museum of Fine Arts, Boston. *The Hudson River School: American Landscape Artists*. By Bert D. Yaeger. New York: Smithmark, 1996. 15. Print.

Parenthetical Reference:

(First-word-in-citation page/plate/slide number)

Examples:

(Cole 15)

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2.3.27 Sound Recording (music/speech/interview)

Work Cited:

Artist's Last Name, First Name. "Song Title." *Title of Album*. Perf./Cond. Performer or Conductor's Name (if significant). Record Label, Date. Format/File Type.

Examples:

King, B.B. "The Thrill is Gone." *The Best of B.B. King: The Millennium Collection*. MCA Records, 1999. CD.

Jones, Norah. "Light as a Feather." *The Fall*. Blue Note Records, 2009. MP3 file.

Parenthetical Reference:

(First-word-in-citation)

Example

(King)

(Jones)

2.3.28 Sound Recording(music/speech/interview) (from website)

Work Cited:

Artist's Last Name, First Name. "Song Title." *Album Title*. Record Label, Date. *Title of Website*. Web. Date Accessed. <URL>.

Examples:

The Beach Boys. "California Girls." *Mp3.com*. Web. 3 Nov. 2010.
<<http://www.mp3.com>>.

CBS ABC. "News Death of FDR." 12 Apr. 1945. *The Internet Archive*. Web. 3 Nov. 2010.
<<http://ww.archive.org>>.

Parenthetical Reference:

(First-word-in-citation)

Examples:

(The Beach Boys)

(CBS ABC)

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2.3.29 Sound Recording (music/speech/interview) (from database)

Work Cited:

Artist's Last Name, First Name. "Song Title." *Title of Album* (if applicable). Date of Recording. Audio. *Database Name*. Database. Date Accessed.

Examples:

Mozart, Wolfgang. "Symphony No. 40. First Movement." *The Hutchinson Dictionary of Music*. Audio. 2000. *eLibrary*. Database. 3 Nov. 2010.

Parenthetical Reference:

(First-word-in-citation)

Examples:

(Mozart)

2.3.30 Video Clip from a Database

"Description" or *Title of video clip*. Director/Creator's Names. Date of clip. *Database Name*. Database. Date Accessed.

Example:

"Lyndon B. Johnson Explains His Vietnam War Policy." 2009. *US at War*. Database. 23 Sep. 2009.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

("Lyndon")

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2.3.31 Video Clip Online (YouTube and other websites)

Work Cited:

“Description” or *Title of video clip*. Director/Creator’s Name. Date of clip. *Title of Website*. Web. Date Accessed. <URL>.

Example:

Evolution of Dance. Judson Laipply. 6 Apr. 2006. *YouTube*. Web. 23 Sep. 2009. <<http://www.youtube.com>>.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(*Evolution*)

2.3.32 Personal Interview

Work Cited:

Interviewee’s last name, first name. Personal Interview. Date of interview.

Example:

Scalia, Antonin. Personal Interview. 16 June 2009.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(Scalia)

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2.3.33 Oral Presentations (e.g. Speeches, Lectures)

Work Cited:

Speaker's last name, first name. "Title of Speech (if any)." Name of meeting/organization.
Location of speech. Dates of speech. Type of presentation.

The types of presentations are Address, Lecture, Reading, Keynote Address, Guest Lecture.

Example:

Stein, Bob. "Computers and Writing Conference." Purdue University. Union Club Hotel,
West Lafayette, IN. 23 May 2003. Keynote Address.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(Stein)

2.3.34 Blog: Entire Blog

Work Cited:

Author's Last Name, First Name. *Title of Blog*. Sponsor/Publisher. Date Last Updated.
Web. Date Accessed. <URL>.

Example:

Mayer, Caroline. *The Checkout*. Washington Post, 27 April. 2006. Web. 19 Jan. 2009.
<<http://voices.washingtonpost.com/thecheckout/>>.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(Mayer)

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2.3.35 Blog: Entry or Comment

Work Cited:

Author's Last Name, First Name. "Title of Blog Entry." *Title of Blog*. Sponsor/Publisher. Date Last Updated. Web. Date Accessed <URL>

Example:

Mayer, Caroline. "Some Surprising Findings about Identity Theft." *The Checkout*. Washington Post, 28 Feb. 2006. Web. 19 Jan. 2009 <<http://voices.washingtonpost.com/thecheckout/>>.

If the entry or comment has no title, use the label "Weblog entry" or "Weblog comment" in place of the "Title of the Blog Entry."

Example:

Burdick, Dennis. Weblog comment. *The Checkout*. Washington Post, 29 Feb. 2006. Web. 19 Jan. 2009 <<http://voices.washingtonpost.com/thecheckout/>>.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(Mayer)
(Burdick)

2.3.36 E-mail

Work Cited:

First-word-in-citation, First Name. "Re: Subject Line." Message to author's name. Date of message. E-mail.

Example:

Smith, Andrew. "Re: Modernist Literature." Message to Ralph Alexander. 1 Mar. 2010. E-mail.

Parenthetical Reference:

(First-word(s)-in-citation)

Example:

(Smith)

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Title centered on the page

Header

Works Cited

Alpha order & single-spaced

Two author form here

Bonnet, Bob and Dan Keen. *46 Science Fair Projects for the Evil Genius*. New York: McGraw-Hill, 2009. *Google Books*. Web. 28 Sep. 2009. <http://books.google.com>.

E-book (web)

Champion, Laurie. "Lee's 'To Kill a Mockingbird'." *The Explicator* 61.4 (Summer 2003): 234-6. *Literature Resource Center*. Database. 8 Feb. 2008.

Journal Article (database)

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times* New York Times, 22 May 2007. Web. 25 May 2009. <http://www.nytimes.com>.

Newspaper (web)

Evolution of Dance. Judson Laipply. 6 Apr. 2006. *YouTube*. Web. 23 Sep. 2009. <http://www.youtube.com>.

Video (web)

Gallay, Charly. "Portrait of Dennis Hopper." 14 June 2009. Getty Images for CineVegas. *Life*. Web. 30 Sep. 2009. <http://www.life.com>.

Image (web)

Hurd, Amy R. "Board Games." *Encyclopedia of Recreation and Leisure in America*. Ed. Gary S. Cross. Vol. 1. Detroit: Charles Scribner's Sons, 2004. 108-12. *Gale Virtual Reference Library*. Database. 9 Sep. 2009.

Book

E-book (database)

Kim, Richard E. *Lost Names: Scenes from a Korean Boyhood*. Los Angeles: U of California P, 1998. Print.

Notice that smaller items, like articles, are in quotation marks and that larger items, like names of databases and books, are italicized.

Layden, Tim. "A Portrait of a Child at Play." *Sports Illustrated* 13 Nov. 2009: 58. *ProQuest Platinum*. Database. 10 Sep. 2009.

Magazine Article (database)

McCarthy, Michael. "Eating Away the Innings in Baseball's Cheap Seats." *USA Today* 7 Mar. 2008: A1+. Print.

"Oprah Gail Winfrey." *Encyclopedia of World Biography*. 2nd ed. Vol. 16. Detroit: Gale, 2004. 333-6. Print.

Reference book

"Roller Coaster." *Amusement Park Physics*. Annenberg Media. 2009. Web. 30 Sep. 2009. <http://www.learner.org>.

Website (page)

Notice indentation if the entry goes to the second line.

Please consult the librarian or the Woodson Library course in Blackboard for citations which are not covered here.

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Works Cited

Fairfax County (VA) Public Schools. *High School Grading and Reporting to Parents*. Fairfax, VA: Fairfax County Public Schools. Print.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America, 2003. Print.

OWL: Purdue Online Writing Lab. Purdue University. 2010. Web. 12 Aug. 2010
<<http://owl.english.purdue.edu/owl/>>.

"plagiarism." *Dictionary.com Unabridged*. Random House, Inc. 2 Aug. 2008. Web.
<<http://dictionary.reference.com>>.

"What is Plagiarism?" *Plagiarism.org*. 12 Sep. 2011. Web.
<http://www.plagiarism.org/learning_center/what_is_plagiarism.html>

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Appendix A

Formatting your paper in Microsoft Word 2003

[Appendix B provides information on formatting in Word 2007.]

Please see the documentation for your own word-processing program, or bring your paper to school as a text file and format it using Word. Do not expect your teachers to format your papers to meet standards.

MARGINS:

1. Open your document.
2. Click File/Page Setup.
3. Click on the Margins tab.
4. Adjust all margins to 1”.
5. Click on the paper tab.
6. Check that the paper is 8 ½” by 11”. Adjust as needed.

DOUBLE-SPACE:

1. Open your document.
2. If you have already typed some of the paper, Click Edit/Select All.
3. Click Format/Paragraph.
4. In the Line Spacing box, pull the dropdown menus and select “Double.”
5. **REMEMBER: You will need to change back to single-space for your Works Cited/Bibliography page.**

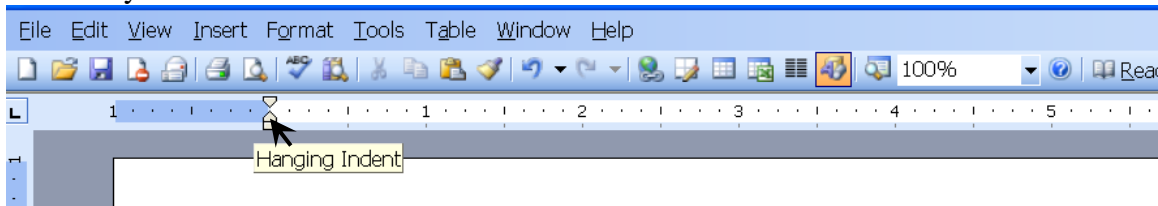
HEADER:

1. Open your document.
2. Click View/Header and Footer.
3. Hit TAB two times to get to right justification.
4. Type your last name.
5. Hit SPACE.
6. In the Header and Footer dialogue box, click the sign “#.” This will automatically number your pages sequentially as required.
7. NOTE: The heading of the paper should be in the body on the first page. DO NOT PUT IT IN THE HEADER OR IT WILL APPEAR ON EVERY PAGE.
8. Click Close or in the body of the paper close the header box. The header will appear on the screen.

WORKS CITED PAGE:

Remember, we suggest you create a draft of a Works Cited page before beginning your paper.

1. Open your document.
2. Format margins as noted above, *but make the spacing **single-space**.*
3. Center the title “Works Cited” on the first line 1” from the top of the page.
4. Left justify the paper.
5. If you cannot see a ruler at the top of the page, click View/Ruler.
6. Run the mouse cursor along the bottom of the ruler until you see “Hanging Indent.” Move slowly.



7. Click and drag the cursor to pull the lower margin to ½”. The first line of each section will be against the left margin and all subsequent lines will be indented ½”.
8. Alternatively, when you are ready to draft the Works Cited page, click Format/Paragraph. Under Indentation, click the drag-down menu for Special to Hanging and specify .5” for the indent.

REMEMBER: The rest of your paper must have regular paragraph indentions, so be sure to change the format for the Works Cited page.

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Appendix B

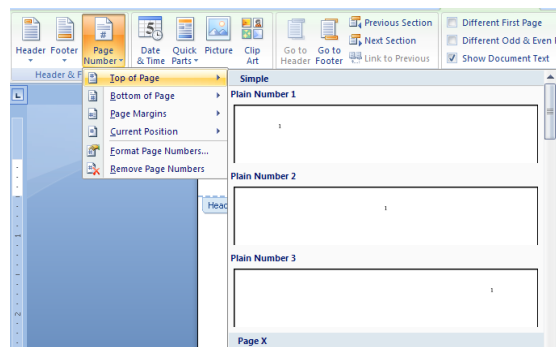
Formatting your paper in Microsoft Word 2007

Since Microsoft Word 2007 is available on all Fairfax County Public School computers, this appendix provides information about the formatting required for academic papers using that software. Do not expect your teachers to format your papers to meet standards.

[Appendix A provides information on formatting in Word 2003.]

MARGINS:

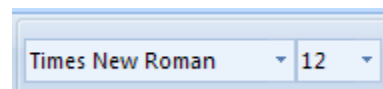
1. Open your document.
2. Click the Page Layout tab at the top.
3. Click the Margins tab.
4. Click on the Normal margins settings.



CHANGE FONT:

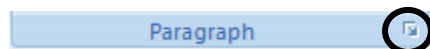
[Word 2007 defaults to Calibri 11. You must change the font to meet requirements.]

1. Open your document.
2. If you have already begun typing, select all of the text.
3. On the Home tab, use the pull-down menu to select Times New Roman font.
4. Use the pull-down menu to select 12 point.
5. The font selection on your Home page should now include this:



CORRECT EXTRA SPACING BETWEEN PARAGRAPHS:

1. Open your document.
2. From the Home menu, click on the arrow next to Paragraph.
3. On the Indents and Spacing tab in the Spacing section, be sure that the Before and After settings are 0 (zero).



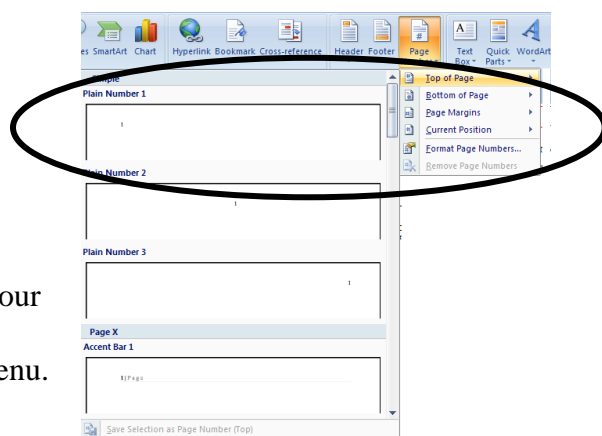
DOUBLE-SPACE:

1. Open your document.
2. Highlight the portion of your essay that is not already double-spaced. **Remember: Works Cited will NOT be double-spaced.**
3. On the Home page, click arrow on the spacing icon.
4. Click 2.0.
5. Your document should change to double-space throughout.



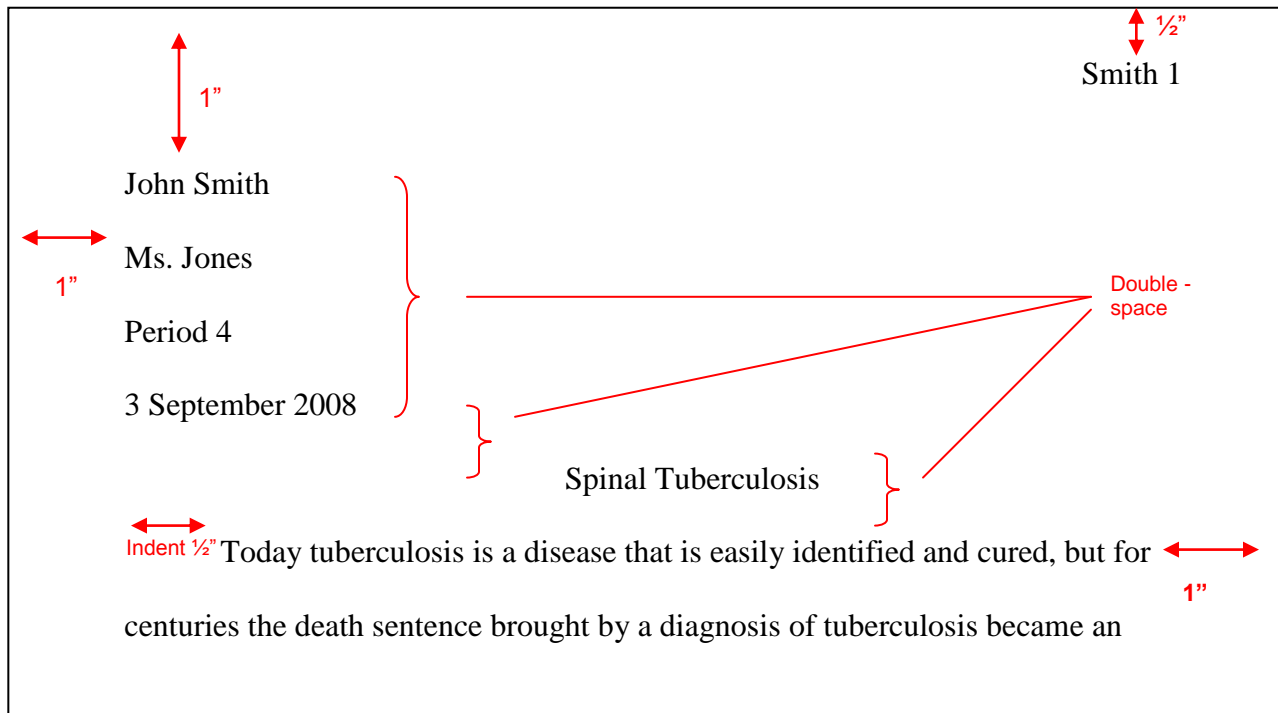
HEADER (Put last name and page number ONLY):

1. Open your document.
2. Click the Insert tab at the top.
3. Go to Page Number and select Top of Page/Plan Number 3.
4. Insert your cursor just before the number and type your last name and a space.
5. Click in the body of the paper to close the header menu. The header will appear on your screen. Return to the Home Menu and change the font to Times New Roman, 12 point.



HEADING:

1. On the first page of your document, complete the Heading as prescribed in the formatting sheet.
2. If you have completed all the changes above, your heading and title will look like this:



WORKS CITED PAGE:

Remember, we suggest you create a draft of a Works Cited page BEFORE beginning your paper.

1. Open your document.
2. Format Margins and Extra Spacing as noted above, *but make the spacing single-space*.
3. Center the title "Works Cited" on the first line one-inch from the top of the page.
4. Left justify the rest of the page.
5. If you cannot see a ruler at the top of the page, click the View tab at the top, and put a check in the box next to Ruler.
6. Run the mouse cursor along the bottom of the ruler until you see "Hanging Indent." Move slowly.
7. Click and drag the cursor to pull the lower margin to 1/2". The first line of each section will be against the left margin and all subsequent lines will be indented 1/2".
8. Alternatively, when you are ready to draft the Works Cited page, go to the Home menu, click the arrow next to Paragraph as above. Under Indentation, click the drag-down menu for Special to Hanging and specify .5" for the indent.

REMEMBER: The rest of your paper must have regular paragraph indentions, so be sure to change the format for the Works Cited page.

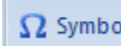
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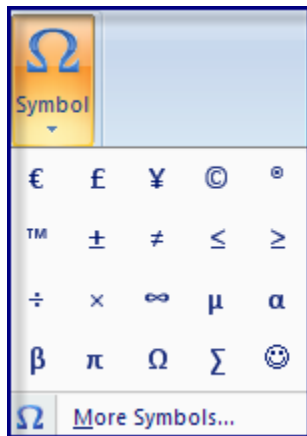
Appendix C Adding Symbols

Since Microsoft Word 2007 is available on all Fairfax County Public School computers, this appendix provides information about the formatting symbols in Word 2007.

Symbols, not words, are required in science and other papers.

Please follow these instructions for scientific notation to show the symbols:

1. Click on the Insert tab at the top of the document.
2. On the far right of the screen, click on  Symbol ▾
3. A screen like this will appear:



4. Click inside the screen on the symbol you want to use.
5. If you don't see what you need, click on More Symbols for a wide variety of symbols and special characters.
6. The screen will disappear after your symbol is inserted.

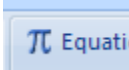
[Back to top](#)

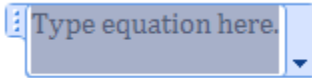
Appendix D Scientific Notation

Since Microsoft Word 2007 is available on all Fairfax County Public School computers, this appendix provides information about the formatting scientific notation in Word 2007.


Scientific notation is a standardized method for expressing and working with very large or very small numbers. It consists of three parts: The coefficient, the base, and the exponent as in 4.687×10^{-13} . This format is required for science and many math academic papers.

Please follow these instructions for scientific notation:

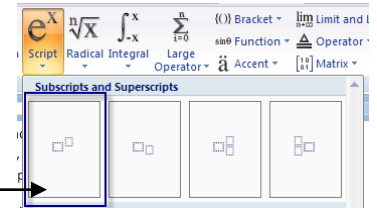
7. Click on the insert tab at the top of the document.
8. On the far right of the screen, click on 
9. A screen like this will appear:



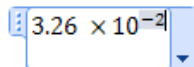
10. Click inside the screen and type in your coefficient.

11. Space and then click on the multiplication button  at the top of the Design menu.

12. Space and then click on superscript portion of the Script button:



13. Click into the larger section to type the base (always 10) and into the smaller section for the exponent .



14. Your number will meet the requirements for scientific notation: 3.26×10^{-2}

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Appendix E

Style Guide Checklist

Ask yourself the following questions before submitting an academic paper.

The paper:

GENERAL FORMATTING	
	1. Is on one side of paper?
	2. Is double-spaced?
	3. Uses Times New Roman 12-point font?
	4. Has a header in format Last Name #?
	5. Has heading & title as required? Joyce Smith Jones Period 3 23 March 2009 Title in Regular Font
	6. Is only double-spaced between paragraphs?
	7. Has one-inch margins all around?
	8. Has paragraphs indented ½”?
WORKS CITED/BIBLIOGRAPHY FORMATTING	
	1. Is on a separate page but numbered sequentially?
	2. Is single-spaced with double space between entries?
	3. Has title centered in regular font: Works Cited <u>OR</u> Bibliography
	4. Uses hanging indent?
	5. Lists Author’s Last Name first or as directed on sample?
	6. Is in alphabetical order?
	7. WORKS CITED: Uses each source cited in paper?
PARENTHETICAL CITATIONS	
	1. Has all citations using first word (or words if repeated on Works Cited)?
	2. Has word(s) in citations italicized or in quotations marks as on Works Cited page?
	3. Has all citations using parentheses outside the quotation, but inside the period?
	4. Correctly cites all quotations and opinions?
PAPER CONTENT	
	1. Contains paragraphs with topic and clincher sentences?
	2. Contains paragraphs with sufficient evidence to prove the assertion?
	3. When writing about literature, uses present tense?
	4. In any case, maintains consistent tense (past, present, future)?
	5. Maintains consistent point of view (e.g. first, second, or third person)?
	6. Uses appropriate and logical transitions?
	7. Is free of grammar errors, especially run-ons and fragments.

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