

Coe-Brown Northwood Academy School-wide Style Sheet

Based on The MLA Style Center
<https://style.mla.org/works-cited-a-quick-guide/>

and the Purdue Online Writing Lab (OWL)
<https://owl.english.purdue.edu/owl/resource/747/01/>

Written in conjunction with all CBNA departments.

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: **Attention Students!** The following is a guideline to be used with ALL formal papers in any class offered at :
: CBNA. This sheet is a condensed version of what is available to you on the OWL and MLA websites. :
: Please note that this is a condensed version and more information can be found in the websites and from :
: your instructor. :
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Manuscript Style

Be sure to adhere to the following, exactly!

- Font – Times New Roman, size 12.
- Entire paper is double spaced. This rule applies to everything.
- One inch margins appear on all pages, on all margins except the header.
- Page numbers should appear in the heading preceded by your last name (Jones 2) on all pages.

Outline

An outline is an optional component of a formal paper. Be sure to ask the instructor if it is required for your paper. If required, remember that the outline must be double spaced, with the title of the paper centered at the top of the page.

First page

The first page should include the page number in the header, a heading at the top left margin and the title of the paper, centered. The heading should include: your name, instructor's name, class name, and date.

Thesis Statement

The thesis statement should be included towards the end of the first paragraph. The thesis statement should follow the following formula: A specific **topic** + a particular **stand, feeling, or feature**. Examples:

“An individual’s peer group shapes certain personality traits.

Mary Shelley’s novel *Frankenstein* focuses primarily on the theme of friendship.”

A thesis statement should be limited with a clear topic, focus on a particular feature or viewpoint of the topic and can be supported with facts and details.

*** Please note that individual teachers may have different requirements for the thesis statement. Listen to the instructor FIRST and then refer to the MLA Style Center or the OWL website.**

In-text citations

In order to give credit to a source, you must insert parenthetical citations after the information. Following the words or ideas taken from a source, in parentheses, type the author’s last name and the page number from which you took the information, for example (Jones 5). The in-text citations should refer to an entry in your works cited page (see below). For inclusive page numbers larger than ninety-nine, give only the two digits of the second number (124-36). Be sure to include the citation BEFORE the end mark of the sentence!

Quotations

Choose quotations very carefully and keep them as brief as possible. Only use quoted text that is ABSOLUTELY necessary to your paper. If a quotation is four typed lines or fewer, include it in the body of your paper and put quotation marks around it. If it is longer than four typed lines, the left margin should be indented 10 spaces for each line, double spaced, and DO NOT use quotation marks.

Sample Research Paper

Many sample papers are available on the websites for you to examine and mirror.

Works Cited Page

The works cited page(s) lists all of the sources you have referred to in the text of your paper. This should be a new page and should be numbered along with the rest of your paper. The following rules apply:

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as pp. 225-50.

Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).

Creating a Works Cited list using the MLA eighth edition

When deciding how to cite your source, start by consulting the list of core elements. These are the general pieces of information that MLA suggests including in each Works Cited entry. In your citation, the elements should be listed in the following order:

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location. [not the city of publication – could be page numbers, a URL or a place like a museum.]

Each element should be followed by the punctuation mark shown here. Earlier editions of the handbook included the place of publication, and required punctuation such as journal editions in parentheses, and colons after issue numbers. In the current version, punctuation is simpler (just commas and periods separate the elements), and information about the source is kept to the basics.

Examples of Citations for Works Cited

A book with one author:

Hillenbrand, Laura. *Seabiscuit: An American Legend*. Ballantine, 2001.

A website:

Lundman, Susan. "How to Make Vegetarian Chili." eHow, www.ehow.com/how_10727_make-vegetarian-chili.html.

A periodical:

Secor, Laura. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol.128, no.1, Jan. 2013

A television show:

"94 Meetings." *Parks and Recreation*, created by Greg Daniels and Michael Schur, performance by Amy Poehler, season 2, episode 21, Deedle-Dee Productions and Universal Media Studios, 2010.