Quaker Valley School District
SECONDARY RESEARCH MANUAL

Adapted from <u>The MLA Handbook for Writers of Research, 6th edition</u>

This form and style guide will serve as a basic format for all research writing in Quaker Valley Secondary Schools. The design of the handbook is based on the MLA manuscript form with modifications and additions to better serve writing needs.

This manual was developed as a tool for teachers and students to use for the research process. Teachers and students should use it as a guide. For more in depth ways to document sources, to develop writing and study skills, and to learn more about the research process researchers should consult the following manual, <u>The MLA Handbook for Writers of Research Papers</u> and or other writing handbooks.

Copies of these books are available in the school and public libraries and in electronic format on the Quaker Valley School District web site <u>www.qvsd.org</u>. Students should consult their school librarians and seek out subject area teachers for more information concerning manuals of style and documentation.

The Quaker Valley School District is committed to honesty and ethical conduct. Intellectual honesty is implicit in these traits. Opportunities for intellectual dishonesty have increased with the advent of the internet and associated technologies.

Definitions
Plagiarism is the presentation of the work of another as one's own.

Examples of plagiarism:
- Quoting from a document without proper citation.
- Paraphrasing material from a source without appropriate acknowledgment and citation.
-Reproducing a chart, picture, diagram, tape, music, etc. without proper acknowledgment and citation.
- Submitting a paper purchased from a research or term paper service and presenting it as one's own work.
- Duplicating beyond the "fair use" doctrine.

Generally, copying for personal non-commercial use is not a copyright infringement unless it violates one of the following:

- Use of copy - purpose of copy is for commercial or non- commercial educational, non-profit, study, or research use.
- Nature of copyrighted work - the more factual (and less artistic) the work the more copying is allowed.
- Amount copied - how substantial is the amount copied relative to the entire work. Note a small amount may be significant.
- Economics - copying should not negatively impact the potential market for the copyrighted work or the value of copyrighted work.

References
Johnson, Deborah G. <u>Computer Ethics</u>. Englewood Cliffs, New Jersey: Prentice-Hall, 1994.

Samuelson, Pamela. "Computer Programs and Copyright's Fair Use Doctrine," sic <u>Communications of the ACM</u>, September 1993, pp. 19-25. "Department of Computer Science." Oregon State University. Updated 23 April 2001. Oregon State University. (5 June 2002). <http://www.cs.orst.edu>.

Quaker Valley School District Student Plagiarism Policy (223.02)
Teachers in all grades and subjects are required to integrate into the curriculum ethical principles and appropriate procedures associated with the use of the work of others and to inform students of the consequences of plagiarism. Students are expected to respect the intellectual property of others and to use it for educational purposes.

Students who present the work of another as their own shall be subject to disciplinary action, which may include:

- Loss of credit for the assignment as determined by the teacher.
- Parent-student conference with the teacher and/or principal.
- Failing grade for the quarter or trimester in the course in which the violation occurred.
- Denial of value-added credit as applied to the final grade.
- Denial of participation in academic ceremonies.
- Disciplinary action as permissible by district policy and/or practice, up to and including expulsion.

The faculty and administration may use all legal tools of detection, including software and web technology, to uncover incidents of plagiarism.

<u>Levels of Plagiarism Offense:</u>
<u>Lowest level:</u> As determined by the teacher, a single incident involving the student's use of phrases or a small number of lines of text or small portions of electronic materials without appropriate citation.
<u>Intermediate level:</u> As determined by the teacher in consultation with the principal, a single incident involving the student's copying multiple lines or paragraphs of text or reproducing extensive portions of electronic materials without appropriate citation.

<u>Highest level:</u> A subsequent offense or as determined by the teacher in consultation with the principal, the student's copying of an entire assignment or the majority of an assignment.

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AVOIDING PLAGIARISM

Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own. The key point to remember about plagiarism is that you must never attempt to use someone else's words or ideas as if they were your own. Plagiarism is a very serious offense that usually warrants a very serious penalty, such as a loss of points, failing grade or loss of course credit. Other penalties may include fines, imprisonment or expulsion.

1. **DO NOT** use exact words from a source without putting them inside quotation marks and giving credit to the source.
2. **DO NOT** reword a passage without giving credit to the source.
3. **DO NOT** summarize a passage without giving credit to the source.
4. **DO NOT** use statistics without giving credit to the source. In other words, be honest about where you get your words and ideas and you will never be guilty of theft. Of course, your own ideas and interpretations need no source identification.

DOCUMENTING SOURCES
Parenthetical Documentation

The method of documentation most widely used today is called parenthetical documentation. This method has largely replaced documentation using endnotes or footnotes.

To acknowledge a source using the parenthetical documentation method, enclose a brief note in parentheses. The note, which is called a parenthetical citation, usually consists of an author's name and a page number:

> The Grapes of Wrath is a historical novel, "a summation of national experience at a given time" (Levant 93).

The process of placing the citation into your text is called citing a source.

A parenthetical citation contains just enough information to help the reader locate the source in the Bibliography / Works Cited (a list of sources actually consulted) at the end of the project.

<u>Formatting Standards for Bibliography/Works Cited</u>

- Alphabetize entire Bibliography. Do not number citations and ignore A, An, The

- First line of each citation should be lined up with left hand margins.

- The second, third, etc. lines of every citation should be indented five spaces.

- Single space within the same citation and double space between entries.

- ALL titles of books, magazines, newspapers, etc. should be underlined.

- All titles of articles should be in "quotes."

- Every citation should have a period at the end of it.

- Punctuation needs to be exact.

- Author Names should always be inverted (L, F, M). More than 3 authors, list the first author followed by [et al].

- All Dates should be inverted (Day Month Year) ; [nd]= no date.

- Every attempt should be made to include page numbers.

- Save bibliographies on computer disk so they can be updated as needed.

1. **BOOKS AND PAMPHLETS**

GENERAL RULES

The list below identifies the possible components of a book entry and the order in which they are normally arranged.

1. Author's name or corporate author or editor's name.
2. Title of a part of the book for anthologies, collections of essays, or some reference books *(in quotation marks)*.
3. Title of the book *(underlined)*.
4. Name of the editor, translator, or compiler.
5. Edition used.
6. Number(s) of the volume(s) used in Arabic numerals.
7. Name of the series *(Do not underline)*.
8. Place of publication: name of the publisher, and most recent date of publication.
9. Page numbers *(only for anthologies or collections of essays)*.

Basic Entry

Author's Last Name, First Name. <u>Title of Book</u>. City of Publication: Publishing
    Company, Copyright Date.

Rules for Author's Name

In general, include, affiliations, and degrees that precede or follow names; e.g.,
PhD, Reverend, Sir, etc. Suffixes that are an essential part of a name (Jr. or IV)
appear after the given name; i.e., Rockefeller, John D., IV.

Rules for Place of Publication

Use the first city listed. Include the state postal abbreviation (i.e., PA) for
relatively unknown or small cities.

Rules for Publisher

Omit articles (a, an, the), business abbreviations (Co., Corp., Inc., Ltd.) and
descriptive words (Books, House, Press, Publishers). Use standard abbreviations
whenever possible (Acad., Assn., Soc., UP). If the publisher's name includes the
name of a person, use only the last name (John Wiley = Wiley). If more than one
publishing company is listed, use the first one.

Rules for a Title

Capitalize the first word, the last word, and all important words of all titles and
subtitles. Important words are nouns, pronouns, verbs, adjectives, adverbs, and
subordinating conjunctions (e.g., although, because, before, if, since, unless,
when, etc.). Types of words that DO NOT have to be capitalized within titles
include articles (a, an, the), prepositions (e.g., against, between, in, of, to, etc.),
and coordinating conjunctions (e.g., and, but, or, nor, for, so, yet).

Punctuation Rule

Commas and periods go inside closing quotation marks, ALWAYS.

SAMPLE BIBLIOGRAPHIC CITATIONS

This is a collection of resources, usually listed at the end of a project, listing all of the
materials used in writing, creating, or giving a technology presentation or written work.

Bibliographies must be done in order to protect the researcher from plagiarism or
copyright infringement.

Every effort should be made to create a citation for every resource used in a project. This
would include such things as books, magazines, videotapes, interviews, art work,
pictures, world wide web pages, e-mail messages and listserves.

Each resource in a bibliography / works cited is called a citation. Each citation should
contain certain information outlined on the following pages. <u>The MLA Handbook</u> is just
one of the formats used to document sources. There are many other formats used and the
researcher is responsible for making sure the proper format is used in each citation.

Creating a bibliography / works cited is very precise. All rules need to be followed as indicated in this packet or in the appropriate style manual. Consult your teacher or school librarian if you have any questions.

> *Note: Only reverse a person's name (Last name, First name) when it is the first item in the citation.*

Basic entry

Author's Last Name, First Name. <u>Title of Book.</u> City of Publication: Publishing Company, Copyright Date.

One author

Goldfarb, Mace. <u>Fighters, Refugees, Immigrants.</u> Minneapolis: Carolrhoda, 1982.

One author (Book in a series)

Levy, Patricia. <u>Cultures of the World.</u> New York: Marshall Cavendish, 2001.

Two authors

Holman, C. Hugh, and William Harmon. <u>A Handbook to Literature</u>. New York: Macmillan, 1992.

Three authors

Smith, John, and Brenda Miller, Sue Kuhn. <u>Learning to Drive.</u> Pittsburgh: Pittsburgh Press, 2007.

More than three authors, edition

Stewart, Marie M., et al. <u>Business English and Communication</u>. 6th ed. New York: Gregg Division/McGraw Hill, 1984.

No author

<u>Venezuela in Pictures: Visual Geography.</u> Minneapolis: Lerner, 1999.

One editor

Layman, Richard, ed. <u>American Decades:1960-1969</u>. New York: Gale Research, 1995.

> *NOTE: If there is a book editor and a series editor listed, use the book editor. In some works there are various levels of editors listed (managing, assistant, etc.). In that case, use only the first one listed.*

Selection in an anthology

Macaulay, Thomas. "London Streets." <u>The English Tradition: Nonfiction</u>. Ed. Marjorie Wescott Barrows, et al. New York: Macmillan, 1968. 83-89.

> *NOTE: List the complete page numbers for the selection only.*

Complete novel included in specially edited anthology of author's work

Hawthorne, Nathaniel. The Scarlet Letter. The Portable Hawthorne. Ed. Malcolm
Cowley. New York: Viking, 1948.

Classics

Homer. The Odyssey. Trans. W. H. D. Rouss. New York: New American Library,
1958.

US government publication, author and agency sponsorship

United States. Dept. of Health, Education, and Welfare. The Legal Aspects of
Protective Services for Abused and Neglected Children. by Barbara A.
Caufield. Washington: GPO, 1998.

2. REFERENCE BOOKS

*NOTE: If you are using an article from a reference work, cite the author
first (if the article is signed), the article title second, and then the rest of
the entry.*

General Dictionary

Include the Title of the article in the works cited.

"Naturalism." Merriam-Webster's Collegiate Dictionary. 10th Ed. 2002.

General encyclopedia, signed article

*NOTE: Signed means that the article has
an author.*

Author of the article (if given). "Title of Article." Name of Encyclopedia. Year of
Publication.

Cleland, Hugh G. "Child Labor." Encyclopedia Americana. 1999 ed.

*NOTE: For a general encyclopedia, it is not necessary to include the
name and location of the publisher. See CD-ROM encyclopedia.*

General encyclopedia, unsigned article

"Chavez, Cesar." Worldbook Encyclopedia. 1999 ed.

Current Biography, unsigned article

"Matisse,Henri." Current Biography 1943. Ed. Maxine Block. New York:
Wilson, 1944.

Specialized, multi-volume encyclopedia or reference sources, alphabetical

> *NOTE: Cite the author (if available) of the article and the title of the article before the title of the multi-volume work, editor or author of the entire book (if available), Name of the series (if applicable), the total number of volumes in the set, and the publishing information.*

Basic Format:

Article author.*(if signed)* "Article Title." Title of Multi-volume Set. Editor(s) of Set. # vols. *(in the set)* City: Publisher, Copyright date.

"Algeria." Encyclopedia of the Third World. 4th ed. Ed. George Thomas Kurian. 3 vols. New York: Facts on File, 1992.

Eisenman, Harry J. "Andy Warhol." Great Lives from History. Ed. Frank N. Magill. American Ser. 5 vols. Pasadena, CA: Salem, 1987.

> *NOTE: If you are using several volumes from the same multi-volume set, do as follows:*

Magill, Frank N., ed. Magill's Survey of Cinema. Second Ser. Englewood Cliffs, NJ: Salem, 1981. 6 vols.

3. PRINT PERIODICALS (magazine /journal/newspaper)

NOTE: Take the author's name from the beginning or the end of the article. Do not abbreviate May, June, or July. Do not include "The" in the title of a magazine or newspaper.

The list below shows most of the possible components of an entry for an article in a periodical and the order in which they are normally arranged.

1. Author's name *(if given)*.
2. Title of article *(in quotation marks)*.
3. Name of the periodical *(underlined)*.
4. Series number or name *(Do not underline)*.
5. Volume number *(scholarly journal only)*
6. Year of publication *(scholarly journal only – in parentheses):*
    OR
6. Date of publication *(written day month year—i.e. 10 December 2000):*
7. Page numbers.

NOTE: If the pages are not consecutive in the periodical, write the starting page number followed by the plus sign. Example: Science 15 April 1999: **24+.**

Newspaper without name of city in title, signed article

Author's Last Name, First Name. "Title of Article in Quotes." Name of Newspaper. [Place of publication, unless written in title] Date of Article: Page Number(s).

Saylor, Steve. "Mounts Earn a Key Win." Intelligencer Journal. [Lancaster, PA] 1 February 1984: 17+.

Newspaper, unsigned article, section of newspaper

"Teamster Local in Lancaster Searched by Federal Agents." Philadelphia Inquirer. 1 February 1984: B2.

Magazine, signed article

Author's Last Name, First Name. "Title of Article in Quotes." Name of Magazine. Date of Magazine: Page Number(s).

Branscomb, Lewis M. "Improving R & D Productivity: The Federal Role." Science. 14 October 1999: 133-35.

Magazine, unsigned

"Hinckley Starting Mental Illness Fund." Science. 14 October 1999 : 146-47.

Scholarly journal

Craner, Paul M. "New Tool for an Ancient Art: The Computer and Music." Computers and the Humanities. 25 (1991): 303-13.

Hallin, Daniel C. "Sound Bite News: Television Coverage of Elections, 1968-1988." Journal of Communication. 42.2 (1992): 5-24.

4. INTERVIEW

To cite an interview that you conducted, give the name of the person interviewed and short title, the kind of interview (personal, telephone), and the date.

> *NOTE: the researcher, in person, conducts a "Personal interview". The researcher on the telephone conducts a "Telephone interview". "Interview" alone indicates that someone other than the researcher conducted the interview.*

Payton, Mary Ann. Personal interview: Short title. 6 February 2000.

Walters, Barbara. Interview with Michael Jackson. 20/20. ABC. WPVI,
      Philadelphia. 5 April 1995.
> *NOTE: **See Non-Print Media** for more on documenting television shows.*

5. NON-PRINT MEDIA (Audiovisuals)

> *NOTE: For most audiovisuals, you need only the name of the distributor and release date. You do not need a place of publication.*

Purchased video recording or DVD

List information for a purchased video or DVD in the following order:

1. Title of the Videocassette or DVD *(underlined)*.

2. Producer, Director, Narrator and/or Performers, etc. *(if listed)*.

3. Original release date *(if relevant)*.

4. Medium (Videocassette or DVD).

5. Distributor,

6. Copyright date.

Internet Searching Skills. Prod. Kelly Wilfington. Writ. Rockwell Strensrud, and
      Joyce Kasman Valenza. Videocassette. Schlessinger, 1998.
High Noon. Dir. Fred Zinnemann. Perf. Gary Cooper and Grace Kelly. 1952.
      Videocassette. NTA Home Entertainment, 1983.
Andrew Carnegie: Gospel of Wealth. Shaping of the American Nation Ser.
      Videocassette. Learning Corporation of America, [n.d.]

Taped videorecording from television

"A Time for Action." Chemical People. Videocassette. PBS. WITF, Hershey.
      [n.d.]

"Frankenstein: The Making of the Monster." Great Books. Narr. Donald
      Sutherland. Videocassette. TLC. 8 September 1993.

Television program

The information in an entry for a television program usually appears in the following order:

1. Title of episode or segment *(in quotation marks)*.
2. Title of program *(underlined)*.
3. Title of series *(if any – do not underline)*.
4. Name of network.
5. Call letters, and city of local station *(if any)*.
6. Broadcast date.

"AIDS--the Mysterious Disease." <u>MacNeil Lehrer</u> <u>Report</u>. PBS. WITF, Hershey. 26 August 1998.

6. INTERNET SOURCES - Web Pages (Free, Non-Subscription)

BLUE SOURCE CARDS

Basic Format

Include as many items from the list below as are relevant and available.

1. Name of the author of portion used *(if available)*.

2. Title of portion used from a site *(in quotation marks)*.

3. Title of the Web site *(underlined)* as given on the home page. If no title is given, use "Home Page".

4. Name of editor of the site *(if any)*.

5. Date of creation, publication, copyright, or last date updated.

6. Name of any institution or organization sponsoring the information on the site.

7. (Date you accessed the source).

8. Internet address or URL of the source *(in angle brackets <http://… >)*.

> *Note: If you are using the entire web site, skip item 2 above.*

Author of information. "Title of Web page (portion of Web site) used." <u>Title of Web site.</u> Copyright date of Web site or last updated date. Sponsoring company, organization, or producer. (Date of access). <address of Web page used>.

Scholarly Project

<u>Victorian Women Writers Project</u>. Ed. Perry Willett. April 1997. Indiana University. (26 April 2002). <http://www.indiana.edu/~letrs/vwwp/>.

Professional Site

<u>Portuguese Language Page.</u> 1 May 2002. University of Chicago. (26 April 2002). <http://humanities.uchicago.edu/ romance/port/>.

Commercial Site

"International." <u>New York Times.</u> 2001. (14 September 2002).
<http://nytimes.com/pages/world/index.html>.

Personal Site

Lancashire, Ian. Home page. 1 May 2002.
<http://www.chass.utoronto.ca:8080/ ian/index.html>.

Book

Nesbit, E[dith]. "Ballads and Lyrics of Socialism." London, 1908.
<u>Victorian Women Writers Project.</u> Ed. Perry Willett. April 1997.
Indiana University. (26 April 2002).
<http://www.indiana.edu/~letrs/vwwp/nesbit/ ballsoc.html>.

Article in an Online Magazine

Landsburg, Steven E. "Who Shall Inherit the Earth?" <u>Slate</u> 1 May 1997.
(2 May 2002). <http://www.slate.com/Economics/97-05-01/
Economics.asp>.

Poem

Nesbit, E[dith]. "Marching Song." <u>Ballads and Lyrics of Socialism.</u>
London, 1908. Victorian Women Writers Project. Ed. Perry Willett.
April 1997. Indiana University. (26 April 2002).
<http://www.indiana.edu/~letrs/ vwwp/nesbit/ ballsoc.html#p9>.

7. INTERNET SOURCES -- Online Periodical Subscription Databases
EBSCOhost (EBSCO Publishing); SIRS Discoverer (ProQuest); GaleNet(Gale Group); Issues & Controversies, Today's Science, Facts for Learning,(FACTS.com); World & I(World & I Online)

Basic Format

1. Author's name (if given).

2. Title of article or material (in quotation marks).

3. Name of the periodical (underlined).

4. Date of publication:

5. Number range for pages in magazine (if given). Not number of printed pages.

6. Name of database (underlined).

7. Name of the subscription service.

8. Name of subscribing library . (Quaker Valley School District).

9. (Date you accessed the source).

10. Electronic addresses or URL of database home page (if known - in angle brackets <http://… >).

EBSCOhost Databases

Thurman, James N. "Behind Drop in US Murder Rate: a Decline in Gun Crime." Christian Science Monitor. 20 October 1999: 4. EBSCOhost MasterFILE Premier. EBSCO Publishing. Quaker Valley School District. (12 January 2000). <http://search.epnet.com>.

Benson, Carole, ed. "America's Children: Key National Indicators of Well-Being, 2000." Federal Interagency Forum on Child and Family Statistics. 1 July 2000. ERIC ED427897. Abstract. EBSCO Publishing. Quaker Valley School District. (18 June 2001). <http://search.epnet.com>.

Issues and Controversies

"Music and the Internet." Issues & Controversies on File 10 August 2000. Issues & Controversies@FACTS.com. Facts on File News Service. Quaker Valley School District. (29 August 2002). <http://www.2facts.com>.

Today's Science

"Secret World in a Stone." Today's Science On File 10 August 2000. Today's Science@FACTS.com. Facts on File News Service.. Quaker Valley School District. (29 August 2002). <http://www.2facts.com>.

World News Digest

"Country Profile: Brazil." <u>World News Digest on File.</u> 18 June 2001. <u>World New Digest@FACTS.com</u>. Facts on File News Service. Quaker Valley School District. (29 August 2002). <http://www.2facts.com>.

"Pakistani President Addresses Threat of War With India." <u>World News Digest on File.</u> 30 May 2002. <u>World News</u> <u>Digest@FACTS.COM</u> Facts on File News Service. Quaker Valley School District. (29 August 2002). <http://www.2facts.com>.

E-Library / Big Chalk Database

"Pronghorn Antelope in Yellowstone National Park." <u>Reuters News Pictures Service.</u> 27 March 2001. <u>Electric Library Elementary</u>. ProQuest. Quaker Valley School District. (10 April 2002). <http://www.elibrary.com>.

SIRS Discoverer

Cooper, Jane. "Teenage Parenting Revisited." <u>Teenage Newsletter</u> June 1999: 4+. <u>SIRS Discoverer on the Web</u>. ProQuest. Quaker Valley School District. (5 August 2002). <http://discoverer.sirs.com>.

GaleNet Student Resource Center (Periodical Database)

Krivyanski, Micheal J. "Probing the Phenomena Called Ghosts." <u>World and I</u>. August 2001:140+. <u>GaleNet Student Resource Center</u>. GaleGroup. Quaker Valley School District. (8 April 2002). <http://galenet.galegroup.com>.

netLibrary

Dahl, Robert. <u>The Democracy Source.</u> Cambridge, MA: MIT Press, 2003. <u>netLibrary</u>. OCLC. Quaker Valley School District. (20 Oct. 2005). <http://www.netlibrary.com/>.

YOU DO NOT NEED TO GIVE CREDIT TO THE POWER LIBRARY DATABASE

8. INTERNET SOURCES -- Online Subscription Databases (non-periodical)
GaleNet Literary & Reference Databases(GaleGroup); Groves or Oxford Reference Center (Oxford University Press); Biography Reference Bank (H.W. Wilson Co.)

Basic Format

1. Author's name (if given).

2. Title of article, poem, or material (in quotation marks).

3. Name of print source (underlined) with publication information (if given).

4. Name of the database (underlined).

5. Editor(s) (if available).

6. Edition or version (if given).

7. Date of electronic publication.

8. Name of sponsoring company, organization, or producer.

9. Name of subscribing library (Quaker Valley School District).

10. (Date you accessed the source).

11. Electronic addresses or URL of database home page (in angle brackets <http://… >).

Article in an Online Encyclopedia

Sauer, Wolfgang. "Hitler, Adolph, (1889-1945)." Encyclopedia Americana. 2003. Grolier Online. Quaker Valley School District. (29 August 2002). <http//go.grolier.com>.

GaleNet Literary Databases

Bleiler, Richard. "Stephen King." Supernatural Fiction Writers. Scribners, 1985. Scribners Writers Series. 2002. Gale Group. Quaker Valley School District. (17 June 2002). <http://galenet.galegroup.com>.

"J(oanne) K. Rowling." Contemporary Authors. 5 June 2001. Gale Group. Quaker Valley School District. (17 June 2002). <http://galenet.galegroup.com>.

Grove's Databases

MacDonald, Ian. "The Beatles." New Grove Dictionary of Music and Musicians. 2001-2002. Oxford University Press. Quaker Valley School District. (17 June 2002). <http://www.grovemusic.com>.

Van Uitert, Evert. "Gogh, Vincent (Willem) van." Grove Dictionary of Art Online. 1998-2002. Oxford University Press. Quaker Valley School District. (17 June 2002). <http://www.groveart.com>.

PoemFinder

> Cummings, Edward Estlin. "Chanson Innocente: 2." <u>Poem Finder.</u> 2001.
> Roth. Quaker Valley School District. (18 September 2002).
> <http://www.powerlibrary.org>.

AccuNet/AP Multimedia Archive

1. Photographer. *(if given)*

2. Title of photograph as listed under "Object Name." *(in quotation marks).*

3. Date photograph was taken listed as "Creation Date." *(if given)*

4. Database. *(underline)*

5. Name of Sponsoring Company.

6. Name of subscribing library (Quaker Valley School District).

7. (Date you accessed the source).

8. Electronic address <URL of database homepage. *(in angle brackets <http://… >)*

> Kraychyk, George. "Golden Globes: Denzel Washington." 20 December
> 1999. <u>AccuNet/AP Multimedia Archive.</u> 2002. AccuWeather. Quaker
> Valley School District. (11 August 2002).
> <http://accuweather.ap.org>.

> "Lincoln Family." <u>AccuNet/AP Multimedia Archive. 2002.</u> AccuWeather.
> Quaker Valley School District. (14 September 2002).
> <http://accuweather.ap.org>.

> *NOTE: sometimes the word "staff" or "stringer" follows the name of the photographer. Students may think that these are part of the photographer's name. "Stringer" is a term to refer to free lance photographers who are not on staff with AP. Do not include these terms with the photographer's name.*

9. PARENTHETICAL CITATIONS
   PRINT RESOURCES (Books and printed articles)
   NONPRINT RESOURCES (Electronic and audiovisual)

Avoiding Plagiarism

Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own. The key point to remember about plagiarism is that you must never attempt to use someone else's words or ideas as if they were your own.

Plagiarism is a very serious offense that usually warrants a very serious penalty, such as a loss of points, failing grade or loss of course credit. Other penalties may include fines, imprisonment or expulsion.

What to cite to avoid plagiarism:
  • quotations or partial quotations (exact words from a source)
  • a paraphrase
  • a summary
  • others' ideas or opinions (even if it's in your words)
  • others' interpretations (even if it's in your words)
  • little-known facts
  • statistics

What you don't need to cite:
  • personal ideas and opinions
  • personal interpretations
  • well-known facts
  • common knowledge (most people in society know it)
  • familiar proverbs and sayings

When in doubt, CITE! Better safe than sorry!

How do I cite in the paper?
Parenthetical Documentation

The method of documentation most widely used today is called **parenthetical documentation.** This method has largely replaced documentation using endnotes or footnotes. To acknowledge a source using the parenthetical documentation method, enclose a brief note in parentheses. The note, which is called a parenthetical citation, usually consists of an author's name and a page number. This process is called citing your source. A parenthetical citation contains enough information to help the reader locate the source in your bibliography. Place the citation directly after the information cited. You may include the author's name within the text itself and just list the page number in the citation.

Note:
- do not use a period before citation, only outside the final parentheses
- do not use "pg" or "page" listed, only the number
- use "quotations" in the citation for titles of articles or web pages
- use *italics* in the citation for titles of magazines or web sites
- place final quotation marks before citation

Be sure that all sources that are cited are in your bibliography!
This is extremely important!

Sample citations

Author and page number
The aerospace industry is dependent upon titanium, which is light but strong and withstands shock, heat, and corrosion (Sugawara 43).

Author included in the sentence
For James Garraty, art is the sign of "true greatness in the life of a nation" and "the measure of a healthy society" (850).

Editor with no author
Use editor's name and page number

Two authors
Many trees in cold regions have sheaths which permit them greater water uptake from the soil (Margulis and Schultz 406).

Three authors
Many trees in cold regions have sheaths which permit them greater water uptake from the soil (Margulis, Schultz, and Olin 406).

More than three authors
Many trees in cold regions have sheaths which permit them greater water uptake from the soil (Margulis et al. 406).

An author has written more than one work in the bibliography
(List the author's last name and the first word(s) of the title, the next thing listed on the bibliography.)
The focus of English colonialism gradually shifted from adventure to business (Conrad, "Culture" 23).

A work with no author or editor listed
(Use the first thing listed on the bibliography; use enough words necessary to differentiate the title from others on the bibliography.)
Researchers have found that "direct experience with objects is essential" for children with hearing impairments ("People" 16).

Web sites
(Since no author is usually given and no page numbers are given, use the title of the web page or an abbreviation of it in the citation. This is the first thing listed on the bibliography.)
Researchers have found that "direct experience with objects is essential" for children with hearing impairments ("People").

Indirect quotations (quoting someone other than the author of the source)
Thomas argues that high schools are a dumping ground for social service centers (qtd. in Weisman 259).

Consult the *MLA Handbook* for additional information.

Adapted with permission:

 Ephrata Area School District, Deb Kachel and Candice Blessing, Librarians

Consulting Source:

Gibaldi, Joseph. The MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern
        Language Association, 2002.

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