Paper Notes

1. History papers are different.
2. Thesis statement must be clear.
3. Thesis statement must be an argument.
4. Thesis must include what your sorgs (statements of organization) are.
5. Do not use contractions.
6. Do not use ! “words”, CAPS, only underline titles.
7. Do not use /. Use and or.
8. Spell numbers under 100 (ninety-nine)
9. Each sorg needs two supports from docs
10. Use past tense
11. Don’t use I/you/we/us
12. Don’t say “I believe”

Taken from: The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006 <http://owl.english.purdue.edu>.

**General Guidelines**

* Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
* Double-space the text of your paper, and use a legible font like Times Roman. The font size should be 12 pt.
* Leave only one space after periods or other punctuation marks.
* Set the margins of your document to 1 inch on all sides. This should be the default. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
* Create a header that numbers all pages consecutively in the upper right-hand corner that includes your last name one-half inch from the top and flush with the right margin.
* Use either underlining throughout your essay for the titles of longer works.

**Formatting the First Page of Your Paper**

* Do not make a title page for your paper unless specifically requested.
* In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
* Double space again and center the title. Don't underline your title or put it in quotation marks; write the title in Title Case, not in all capital letters.
* Use quotation marks and underlining when referring to other works in your title, just as you would in your text, e.g.,
  + Fear and Loathing in Las Vegas as Morality Play
  + Human Weariness in "After Apple Picking"
* Double space between the title and the first line of the text.
* Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

## In-Text Citations: Author-Page Style

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

The citation, both (263) and (Wordsworth 263), tells readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. Lyrical Ballads. London: Oxford U.P., 1967.

#### Anonymous Work/Author Unknown

If the work you are citing to has no author, use an abbreviated version of the work's title. (For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page). For example:

An anonymous Wordsworth critic once argued that his poems were too emotional ("Wordsworth Is a Loser" 100).

#### Citing a Work by Multiple Authors

For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

For a source with more than three authors, use the work's bibliographic information as a guide for your citation. Provide the first author's last name followed by et al. or list all the last names.

Jones et al. counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

Or

Legal experts counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (Jones et al. 4).

Or

Jones, Driscoll, Ackerson, and Bell counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

## Formatting Quotations

When you directly quote the works of others in your paper, you will format quotations differently depending on their length. Formatting quotations using MLA style is covered in section 2.7 of the of the MLA Handbook (which begins on page 80) and in section 3.9 of the MLA Style Manual (which begins on page 102). Below are some basic guidelines for incorporating quotations into your paper.

#### Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. For example:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse: (a space should precede and follow the slash)

Cullen concludes, "Of all the things that happened there / That's all I remember" (11-12).

#### Long Quotations

For quotations that are four or more lines of verse or prose: place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.) For example:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

Poetry will be handled something like this:

In her poem "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child  
the child at the oak desk whose penmanship,  
hard work, style will win her prizes  
becomes the woman with a mission, not to win prizes  
but to change the laws of history. (23)

### Adding or Omitting Words In Quotations

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (...) preceded and followed by a space. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale ... and in a short time a lively exchange of details occurs" (78).

## Works Cited Page: Basic Format

According to MLA style, you must have a Works Cited page at the end of your research paper. Works Cited page preparation and formatting is covered in chapter 5 of the MLA Handbook, and chapter 6 of the MLA Style Manual. All entries in the Works Cited page must correspond to the works cited in your main text.

### Basic Rules

* 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 underline 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 225-50.
* If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if they have access).

### Capitalization and Punctuation

* Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short 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 or underlining for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

### Listing Author Names

Entries are listed by author name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth  
Levy, David M.  
Wallace, David Foster

**Do not** list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma. For additional information on handling names, consult section 3.8 of The MLA Handbook and sections 6.6.1 and 3.6 of the MLA Style Manual.