

Student Name

No title page needed.
Include this information.

Your last name page #

Teacher Name

Class

24 Jan. 2019 (day month year)

Center the title. Do not bold
or underline the title.

Full Title of Research Paper in Arial, Times New Roman or Calibri, Size 12 Font.

Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title. All text should be in size 12 font and be a standard professional font.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Monroe 14). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Wong 3). You cite a website with an author the same way you would an article (Williams). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple of words of the title of the webpage in quotation marks (“How to Cite”). All authors and references used in your in-text citations must also be in your Works Cited page, which goes at the end of your paper.

As you are writing, do not forget that *titles of books and web sites are italicized* and that the titles of short stories, poems, plays and song titles are in quotes. For example, the poem “The Raven” is found in *The Complete Works of Edgar Allan Poe*.

At the end of your paper, you will list all of your sources on a Works Cited page. The Works Cited page must be included in every research paper. It should be in alphabetical order on a separate sheet of paper at the back of your essay.

Center the title. Do not bold or underline the title.

Student Last Name 2

Works Cited

“How To Cite.” *Columbia College of Vancouver*. www.columbiacollege.ca/mla8/how-to-cite.com. Accessed 8 May 2019.

McNary, Dave. “Keanu Reeves, Alex Winter Returning for ‘Bill and Ted Face the Music.’” *Variety*, Penske Media Corporation, 8 May 2018, variety.com/2018/film/news/bill-and-ted-3-keanu-reeves-alex

Smith, Susie M. “Life, Love and Romance in High School.” *High School Review*, vol. 21, 2018, pp. 2-4.

Thomas, Mark. *Frogs of British Columbia*. New York: Prentice Hall, 2001.

- Double spaced
- Second line is indented
- Alphabetical by author
- You MUST include all of the works that you cited in text.

MLA End-of-Paper Checklist

In-Text Citations

- Have you given credit to other sources when you have quoted or paraphrased throughout the paper?
- Are the in-text citations done according to MLA style?
- Does every in-text citation have a matching citation on your Works Cited page?

Works Cited List

- Does it say Works Cited at the top of your page, centered, and without bolding or underlining?
- Is the Works Cited page double spaced?
- Are the citations in alphabetical order by the first word/name of each citation?
- Are the citations properly constructed according to MLA style?
- Is the second line of any citations longer than one line indented half an inch? This is called a “hanging indent” in your paragraph settings.
- Does each citation in the Works Cited list have a matching in-text citation in your assignment?

Overall Paper Presentation

- Did you cite the appropriate number of sources according to your assignment?
- Is your paper double spaced?
- Is your paper in a professional size 12 font?
- Did you create a header at the top right of each page with your last name and page number?
- Is your paper written in present tense? (We are, he is...)
- Are titles of books and websites *italicized*?
- Are titles of short stories, poems, plays and song titles in “quotes”?

Works Cited Cheat Sheet

Begin typing your works cited using this order for each of your sources. Begin by starting in alphabetical order by author's last name. If your source does not have an author, use the title. **STAY IN THIS ORDER MAKE SURE** your entries are in **ALPHABETICAL ORDER** by Author's Last Name.

| BOOK Source Directions | Example |
|--|-----------------------------------|
| 1. Author's Last Name then a comma, | Torres, |
| 2. Author's First Name then a period. | Oliver. |
| 4. <i>Title of Book Italics w/period.</i> | <i>Frogs of British Columbia.</i> |
| 5. City then colon: Then Publisher comma, date period. | New York: Prentice Hall, 2001. |
| What your typed entry should look like: | |
| Torres, Oliver. <i>Frogs of British Columbia</i> . Vancouver: Prentice Hall, 2001. | |

| ONLINE DATEBASE Source Directions | Example |
|---|--|
| 1. Author's Last Name then a comma, | Monroe, |
| 2. Author's First Name then a period. | Andrea |
| 3. "Title of Article in Quotation Marks w/period." | "The Comic Book Revolution" |
| 4. Title of Magazine/Periodical Italics w/period. | <i>Comic Strips</i> |
| 5. Day Month Year then colon: page numbers period. | 10 Oct. 2013: 12-13. |
| 6. <i>Name of Database Italics w/comma,</i> | <i>EBSCO,</i> |
| 7. URL of webpage | www.comicstrips/ thecomicbookrevolution/EBSCOhost/ html. |
| What your typed entry should look like: | |
| Monroe, Andrea. "The Comic Book Revolution." <i>Comic Strips</i> . 10 Oct. 2013: 12-13.. <i>EBSCO</i> , www.comicstrips/thecomicbookrevolution/EBSCOhost/html. | |

| WEBSITE Source Directions | Example |
|--|--|
| 1. Author or Creator's Last Name then a comma, | Wong |
| 2. Author or Creator's First Name then a period. | Lily |
| 3. "Title of Web Page in Quotation Marks w/period." | "The Secret Life of Otters." |
| 4. Title of Website Italics w/period. | <i>Marine Mammals of BC</i> |
| 5. Day Month Year it was posted or updated period. | 12 Aug. 2011. |
| 6. Name of the publisher OR N.p. (for "No publisher" if there is not a sponsor/publisher.) w/period. | BCWildlife.com |
| 8. Day Month Year you accessed the site w/comma | 08 Jan. 2019, |
| 9. URL of website | http://www.bcwildlife.secretlifeof otters.com |
| What your typed entry should look like: | |
| Wong, Lily. "The Secret Life of Otters." <i>Marine Mammals of BC</i> . 12 Aug. 2015. BCWildlife.com. 08 Jan. 2019, http://bcwildlife.secretlifeofotters.com | |

If there is no author, just omit that part of the citation. Everything else remains the same.
If there is no date of publication, omit that part of the citation and just include the date you access the site.

In-Text Citations Cheat Sheet

| HOW TO CITE A BOOK | EXAMPLE |
|--|---|
| 1. Give the author's name, title of book, and page numbers within the paragraph | Oliver Torres describes the decline in the frog population on page 16 of the book <i>Frogs of British Columbia</i> "the population of the pink bellied frog which has dropped by 72% since 1995." |
| 2. Use parentheses giving the author's last name and page number when not citing it within the paragraph. You do not need the title of the work. | Many frogs populations have dropped since the early 1990s including "the pink bellied frog which has dropped by 72% since 1995" (Torres 16). |
| 3. Follow the same directions even when not using a direct quote (unless the information is your OWN, you must cite it). | The frog population has dropped significantly in the last twenty years in BC. (Torres 16). |
| HOW TO CITE A DATABASE | EXAMPLE |
| 1. Give the author's name, title of periodical, and page numbers within the paragraph. No parenthetical reference necessary. | On pg. 12 of "The Comic Book Revolution", Andrea Monroe said, "Comic books have revolutionized the movie industry". |
| 2. Use parentheses giving the author's last name and page number when not citing it within the paragraph. You do not need the title of the periodical. | It is remarkable how many comic books "have revolutionized the movie industry". (Monroe 12). |
| 3. Follow the same directions even when not using a direct quote (unless the information is your OWN, you must cite it). | Many people believe that comic books have changed the moved industry. (Monroe 12) |
| HOW TO CITE A WEBSITE (with an author) | EXAMPLE |
| 1. Give the author's name and title of website within the paragraph. If the website has page numbers, use them. | In Lily Wong's webpage "The Secret Life of Otters" she explains that "otters like to hide their favourite rocks under their arms". |
| 2. Use parentheses giving the author's last name when not citing it within the paragraph. You do not need the title of the website. | Some "otters like to hide their favourite rocks under their arms" to have available at all times (Wong). |
| 3. Follow the same directions even when not using a direct quote (unless the information is your OWN, you must cite it). | Otters often have a special rock that they tuck under their arms. (Wong). |
| HOW TO CITE A WEBSITE (without an author) | EXAMPLE |
| 1. Give the title of website within the paragraph. If the website has page numbers, use them. | In "The Secret Life of Otters" we learn that "otters like to hide their favourite rocks under their arms". |
| 2. Use the title of the webpage in quotations within the parenthesis. | Some "otters like to hide their favourite rocks under their arms" to have available at all times ("The Secret Life of Otters"). |
| 3. Follow the same directions even when not using a direct quote (unless the information is your OWN, you must cite it). | Otters often have a special rock that they tuck under their arms. ("The Secret Life of Otters"). |

Using Quotes from Shakespeare

When quoting lines from a Shakespeare play in an essay or in your classwork, follow the guidelines below.

FOR QUOTATIONS FEWER THAN FOUR LINES

- Introduce the line with a comma and embed the quote in a sentence
- Use a / to indicate a line break in the play

Macbeth hallucinates that he sees a bloody dagger in front of him. He says, “Is this a dagger I see before me, / The handle toward my hand? Come, let me clutch thee:” (II.i.33-34). This hallucination shows that...

FOR QUOTATIONS MORE THAN FOUR LINES

- Indent from the rest of the paragraph as a block quote and use a colon
- Quotation marks are NOT used
- Block quotes are NOT double spaced
- Copy the lines exactly as they are written in the play

Macbeth hallucinates that he sees a bloody dagger in front of him. He says:

Is this a dagger I see before me,
The handle toward my hand? Come, let me clutch thee:
I have thee not, and yet I see thee still.
Art thou not, fatal vision, sensible
To feeling as to sight? (II.i.33-37)

In this scene Macbeth describes how...

HOW TO SHOW THE ACTS / SCENES / LINES

- Use capital Roman numerals for ACTS—I, II, III, IV, V
- Use lower case Roman numerals for SCENES— i, ii, iii, iv, v, vi, vii, viii, ix, x
- Use numbers to indicate LINES— ex. 2-5
- Use a period after each number and put all of it in brackets.

Example: (II.i.33-37) is Act 2, Scene 1, lines 33-37

