

Name: _____ Class: _____

Date: _____

The Sacred Heart School of Montreal Student's Guide to Writing

The purpose of this guide is to assist you in preparing and submitting written work that looks neat and professional and follows the expected guidelines. It is important for you to keep this guide handy and to follow it. Once you have understood what is required, you will find that it soon becomes second nature and the papers and reports that you hand in for all your subjects will benefit from a neat and uniform presentation.

Rules for Submitting Formal Assignments:

The following guidelines for formatting papers and assignments and preparing a works cited page are rules based on the Modern Language Association (MLA). *NOTE: Assignments not meeting these standards may be refused by your teacher.*

Generally, you should type your formal assignments. They will look much neater, be easier to edit, and be easier for your teacher to read. However, sometimes your teacher will allow you to hand write assignments. In that case, you must take care to submit a neat and clearly written document.



The Text:

- Set up all format requirements **BEFORE** you start typing, otherwise you may end up with extra spacing and strange margins.
- When you type up an assignment, always use Times New Roman 12-point font. Print your text with black ink.
- When you hand write an assignment, use a blue or black ballpoint (no felt tipped pens) and write in cursive lettering.
- **In general, your teacher will indicate that you do not require a title page but you must include a title block:** in the upper left corner, type your name, your instructor's name, your course name and homeroom, and the date the assignment is due. Centered on the next line type an informative title that actually tells the reader of your main point (not "English Paper" or "Play Review"). Alternatively, you may have a general title (Summer Reading Assignment followed by a specific title below (always double-spaced).

Smith 1
Jenny Smith
Ms Lessey
English IIIA
13 September 2011
The Joys of Writing an Essay
Start writing your essay here and continue...

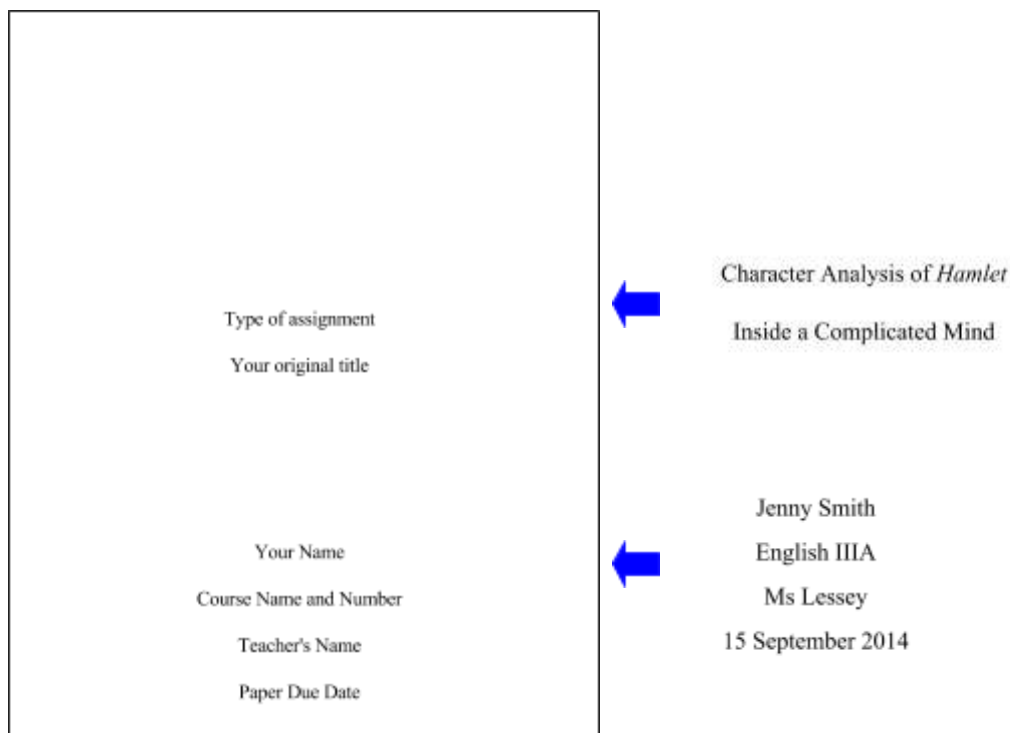
Smith 2
This is your second page of writing. Therefore, if you have a header, it would indicate that it is page 2. You always put your last name at the top of each page of text.

NOTE: the title is in the same font as the rest of the paper – it is **not** in bold or enlarged; there is no extra space above or below the title.

- Use a one-inch margin (2.5 centimeters) on all sides of the page.
- **Double-space everything, including quotations and your Works Cited page.**
 - For longer quotations (more than four lines in the body of the text), begin on a new line, indenting one inch from the left margin. Do not indent the first line further for a single paragraph, but indent an extra quarter inch on the first line of each paragraph when there are additional paragraphs. This longer quotation is double-spaced, and there is a parenthetical reference after the punctuation on the last line of the quotation.
- Write on one side of the page only.
- Indicate each new paragraph with an indentation (5-8 spaces or one tab key, about the width of your index finger). You can move the top half of the blue marker on the ruler () to the half inch mark to have all new paragraphs indent the correct amount. Do not skip an extra line between paragraphs.
- Give your work a title. Your titles should be short and simple. A title can end in a question mark or exclamation mark but **NOT** in a period.
- Staple all of your pages together at the upper left-hand corner. Do not use a plastic folder, tape, or a paper clip.
- Include **your family name and page numbers** in the upper right-hand corner of each page (e.g., Smith 2):
 - Double-click in the Header area to edit, and click on the right-align icon (). Press Return/Enter twice to position the text ½ inch from the top of the page. Type your family name. Use Insert>Page Number and choose the correct type of page number for your document (with or without title page, at the top right corner). The pages will now be numbered automatically. Make sure you select the text in the header and make it 12 point Times New Roman.

The Cover/Title Page

- At times, your teacher may require a cover page. A cover page should be plain and simple. One-third from the top (about five double spaced lines from the top margin), include the full title of your paper/assignment. Two-thirds from the top (about ten double spaced lines from the title), each on its own line, indicate your name, the course title (English IVA), the instructor's name, and the date. Avoid fancy or oversize printing. See a sample cover page below.
- On your first page with text, include a header flush right with your family name/space/1 (e.g., Smith 1). See above for instructions on inserting automatic page numbers.
- Each consecutive page (including Works Cited) must include your family name followed by the page #. These will be generated automatically when you insert the page number as described above.



Be Cautious: PLAGIARISM will not be tolerated!

At Sacred Heart we take the issue of plagiarism very seriously. We urge students to make sure they understand what constitutes plagiarism, as it will not be tolerated in any form. There is nothing to be gained and a great deal to be lost by any student who is found to be guilty of plagiarism. Punishment includes severe penalties such as the issue of a mark of zero on the assignment in question, detention, and should the problem persist, failure in the course and possible suspension from the school.

What is plagiarism? In short, plagiarism means you have taken ideas or information, whether copied exactly or paraphrased into your own words, from somewhere else and have not acknowledged that you have done so.


Plagiarism exists when:

- The work submitted by a student as her own was copied from another student's work or was done by another student.
- Parts of the work are taken from another source without reference to the author or the source.
- The whole work is copied from another source.
- **Ideas, data, or conclusions that are not the student's own are included in the work without any acknowledgement of the source.**
- The student copies part of or the whole work from another piece she has written and submitted.
- You must be extremely vigilant when taking notes off the internet that you document your source both in-text and on the Works Cited page.

Preparing the List of Works Cited

For formal assignments, you will always be required to include a Work(s) Cited – even if there is only one source, for example the novel you are discussing. Please note that if there is only one source, your page will be titled Work Cited.

Begin a new page at the end of your paper/assignment. You may choose to use *Insert>Page Break* to create a new page. Center the title Works Cited (not underlined, in bold, or in quotation marks) at the top of the page. Alphabetize the list by the last names of the authors or editors, or by the first word of the title if the work has no author or editor. Include as much of the following information as possible: author, title of the work, publishing house, year of copyright, and the page numbers you referred to. Start each new entry at the left margin, but indent each additional line.

Drag the blue marker () on the ruler to the half inch mark, and then drag the top half of the marker back to the margin to create an automatic second-line indentation. It should look like this:



Double-space throughout. A sample works cited page precedes the instructions on how to properly cite work from a number of common sources.

Sample Works Cited Page

- Baldwin 13
- Works Cited
- Austen, Jane. *Mansfield Park*. Edited by Kathryn Sutherland, Penguin Books, 2014.
- . "To Cassandra Austen." *Jane Austen's Letters*, edited by Deirdre Le Faye, 3rd ed., Oxford UP, 1995, pp. 25-28.
- Brophy, Elizabeth Bergen. *Women's Lives and the Eighteenth-Century English Novel*. U of South Florida P, 1991.
- Copeland, Edward. "Money." *The Cambridge Companion to Jane Austen*, edited by Copeland and Juliet McMaster, Cambridge UP, 1997, pp. 131-48.
- Green, Katherine Sobba. *The Courtship Novel 1740-1820: A Feminized Genre*. UP of Kentucky, 1991.
- "Heavy, *Adj.*¹ and *N.*" *Oxford English Dictionary*, Oxford UP, 2015,
www.oed.com/view/Entry/85246?rskey=aIe8OM&result=1.
- Hinnant, Charles H. "Jane Austen's 'Wild Imagination': Romance and the Courtship Plot in the Six Canonical Novels." *Narrative*, vol. 14, no. 3, 2006, pp. 294-310. *JSTOR*,
www.jstor.org/stable/20107392.
- Johnson, Claudia L. "Mansfield Park: Confusions of Guilt and Revolutions of Mind." *Mansfield Park*, by Jane Austen, edited by Johnson, W. W. Norton, 1998, pp. 458-76.
- Tomalin, Claire. *Jane Austen: A Life*. Vintage Books, 1999.

Don't forget to indent the following line of each citation

Don't forget your header

Electronic Sources

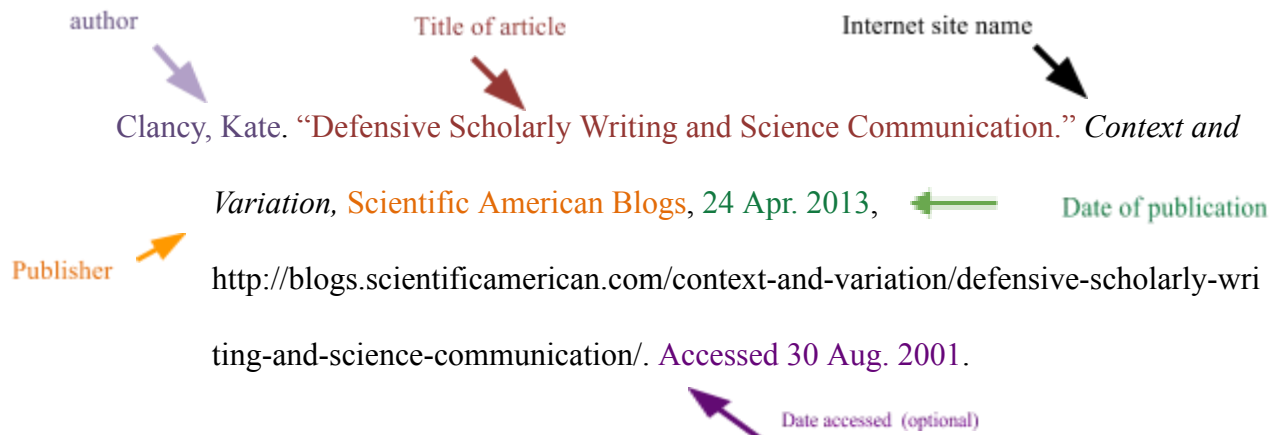
Follow the general format below.

- Omit the author name if it is not available.
- The title is in quotation marks if an article is part of a larger work; the title is *italicized* if it stands alone.
- Internet site name is also *italicized*.
- The publisher or sponsor is the organization responsible for the website; if there is no publisher/sponsor, or if it is essentially the same as the title of the web site, skip this information.
- Next, put the publication date (note that a comma separates the publisher from the publication date). If there is no date, skip this information and consider using the date accessed (see below).
- If requested by your teacher, include the URL, omitting the initial http:// or https:// (e.g., www.cbc.ca).
- Finish with the date accessed (optional if there is a publication date).

The general format for Internet citations:

Last name, First name of author. “The Title of the Article.” *Internet site name*, Publisher or sponsor of the website, Day Month Year of publication, URL (optional). Accessed Day Month Year (optional).

- Citing an Internet article with an author and a site name:



"How to Make Vegetarian Chili," *eHow.com*. Accessed 24 Feb. 2009.

- [Citing an Internet article with an author and no sponsor / publisher:](#)

Barlow, Amy. "Jane Austen Redux," *JaneAustenforever.com*, 15 Apr. 2004.

- [Citing an Internet article that is not part of a larger work, with no author:](#)

Guide to Quitting Smoking, American Cancer Society, American Cancer Society, 12 Jan. 2005.

- [Citing an Internet article with no author and no publication date:](#)

"Rhythm Road – American Music Abroad," *Bureau of Educational and Cultural Affairs*, U.S. Department of State. Accessed 14 Jan. 2009.

- [Citing a full-text e-book that is published on the Web:](#)

Gray, Henry. *Anatomy of the Human Body*, Lea & Febiger, 1918. *Bartleby.com*. Accessed 14 Jan. 2009.

- [Citing a YouTube video with a director:](#)

Stockler, Luiz Lafayette, dir. "Vovo," *YouTube*, 9 Aug. 2011. Accessed 22 Aug. 2011.

- [Citing YouTube videos without a director:](#)

"Origami Proof of the Pythagorean Theorem," *YouTube*, 22 Jun. 2011. Accessed 22 Aug. 2011.

Below you will find examples of how to cite other sources. Please note that the headings are there to help you find what you are looking for. They should not be included on your Works Cited page.

Books

Cushman, Karen. *Catherine, Called Birdy*. Harper Collins, 1994.

Books with two Authors

Zwerdling, Alex, and Richard Voorhees. *Orwell and the Left*. Yale UP, 1974.

Two or More Books by the Same Author

Palmer, William J. *Dickens and New Historicism*. St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

A Work Prepared by an Editor

Bronte, Charlotte. *Jane Eyre*. Edited by Margaret Smith, Oxford UP, 1998.

Anthology or Collection (e.g. Collection of Essays)

Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics*. Lawrence Erlbaum Associates, 2004.

A Work in an Anthology, Reference, or Collection

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 4-34.

Poem or Short Story Examples:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*, edited by Philip Smith, Dover, 1995, p. 26.

A Program from a play

Aristophanes. *Lysistrata*. Directed by Barbara Karger and Michael Preston, Goodwin Theater, Austin Arts Center, Hartford, 20 April 2006.

A Pamphlet

Your Rights Under California Welfare Programs. California Dept. of Social Services, 2007.

Article in a Newspaper/magazine

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post*, 24 May 2007, p. LZ01.

An Article in a Scholarly Journal

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

An Image (Including a Painting, Sculpture, or Photograph)

Goya, Francisco. *The Family of Charles IV*. 1800, oil on canvas, Museo Nacional del Prado, Madrid.

Antunes, Francisco. "France Villandry." *Flickr*, 25 Apr. 2007, flic.kr/p/HJJr7.

Personal Interviews

Purdue, Pete. Personal interview. 1 Dec. 2000.

Published Interviews (Print or Broadcast)

Bock, Charles. Interview. *Mississippi Review*, vol. 27, no. 3, 1999, pp.129-50.

Online-only Published Interviews

Boss, Pauline. "The Myth of Closure." *On Being*, interview with Krista Tippett, 23 June 2016, www.onbeing.org/program/pauline-boss-the-myth-of-closure/8757.

Podcast

"Sanders in California, Ryan Meets Trump, and More." *Black Tea Party*, 17 May 2016, *Podcast One*, www.PodcastOne.com/pg/jsp/program/episode.jsp?programID=741&pid=1651006#.V3PmIpIAMtc.

Online Resources

"Plagiarism." *Wikipedia*, 22 July 2004, en.wikipedia.org/wiki/Plagiarism.

In-Text Citations

An in-text citation is usually placed in parentheses right after the quotation, paraphrase, or **summary of information or ideas that it documents**. In other words, if you consult **any** source, whether online or written, you **must** include it, both in-text and on the Works Cited page. Even if you just read a summary or analysis of a text on-line, it must be included.

The general rule for in-text citations is that you include just as much information so that the reader can find the complete source on your Works Cited page. For written work, this would include only the author's family name and page number (**do not use (p) before page number – see below**). If you have already referred to the author in the preceding lines, the page number alone is enough.

For in-text citation of electronic sources all you have to include in the text is the first item that appears in the corresponding Works Cited entry i.e. the author's name, or the article name, or the web site name.

Example of electronic sources:

Plagiarism is a problem that arises in educational institutions all over the world and at all levels ("Plagiarism").

"Their conversation is awkward, especially when she mentions Wickham, a subject Darcy clearly wishes to avoid" (SparkNotes Editors).

Example of a work by one author

In *The Great Gatsby*, Nick describes himself as “inclined to reserve all judgments” though the reader later observes judgmental characteristics (Fitzgerald 7).

OR

In Fitzgerald’s *The Great Gatsby*, Nick describes himself as “inclined to reserve all judgments” (7) though the reader later observes judgmental characteristics.

You must also supply page numbers for summaries and paraphrases.

In the opening pages of Fitzgerald’s *The Great Gatsby*, Nick’s reflection on his formative years as well as his summation of the effect Gatsby had on his view of mankind, and his admiration for his exceptional ability to hope, pulls the reader into the novel to discover the story behind his observations (8).

In-text citations of e-books

The pagination of an e-book can vary from device to device. For this reason, the page number is omitted from e-book in-text citations. However, if the work is divided in a way that remains stable across editions and devices, this can be used. Chapters are an example of a stable division.

Example of an e-book in-text citation

According to Hazel Rowley, Franklin and Eleanor Roosevelt began their honeymoon with a week's stay at Hyde Park (ch. 2).

Works Cited

“Citing Your Sources – MLA Format Fall 2013/Spring 2014.” *Qvcc.commnet.edu/library*.

Quinebaug Valley Community College Library, Sept. 2013, accessed 26 Aug. 2014.

"MLA 8th Edition Resources." *GBS Library, Glenbrook South High School*. 1 Sep. 2016,

<http://gbslibguides.glenbrook225.org/mla8th>.

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 8th ed., Modern Language Association, 2016.

Modern Language Association of America. *The MLA Style Center : Writing Resources from the Modern Language Association*. 2016, style.mla.org.

Rosen, Leonard J., editor. *The Academic Writer's Handbook*. 2nd ed., Longman, 2009.