

Jay M. Robinson Middle School Research Paper Guidelines

What is MLA Style?

MLA style is the Modern Language Association's guidelines for writing academic papers. Part of the guidelines deal with standardized ways to document your source materials. MLA also provides guidelines for the creation of a "Works Cited" page and how to cite the corresponding information in the text.

What should my document look like?

1. Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
2. Double-space the text of your paper, and use the Times New Roman 12 pt font.
3. Set the margins of your document to 1 inch on all sides.
4. Indent the first line of paragraphs using the Tab key.
5. On the first page include your name, teacher, class and the date as shown on the sample.
6. Use italics throughout your essay for the titles of longer works.
7. Make sure you provide a Works Cited page.

Your Last Name 1

Sara Student

Ms. Teacher

Language Arts

16 December 2014

Are We Failing our Veterans?

According to *The 2013 Annual Homeless Assessment Report (AHAR) to Congress*, out of the 610,042 homeless people in America, "There were 57,849 homeless veterans on a single night in January 2013. Sixty percent were located in shelters or transitional housing programs, and 40 percent were in unsheltered locations. Just under 8 percent (4,456) were female" (Henry, Cortez, and Morris 1).

What is a Works Cited page?

This is the name the MLA gives to a bibliography, or a list of the sources you cited within your paper. Here are some tips for writing your Works Cited page:

1. The Works Cited page will always be the final page of your paper.
2. Type Works Cited and center it on your paper
3. Each entry should be complete, accurate, and aligned to the left margin.
4. Each line reads like one long sentence, if you need two lines make sure the second line is set for hanging indent and single spaced. Double space between entries
5. The sources are listed alphabetically by the first word of the entry; it does not matter if it is an author's name or a title of a work.
6. Use Easybib to help create your Works Cited Page.

Why is it important that I cite my sources?

It is your responsibility to give credit to the sources you use in your paper and to use the MLA guidelines when you do it. If you don't give proper credit, you have committed plagiarism.

What is plagiarism and how can I avoid it?

Essentially, it is like you are lying to anyone who reads your paper. You have taken another person's ideas and presented them as your own. Whether you do this intentionally or accidentally, it is plagiarism. You can avoid plagiarism by citing all your sources. The exception is any fact this is common knowledge, such as George Washington was the first president.

What does a Works Cited page look like?

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Works Cited

"Cite My Sources." *Oregon School Library Information System*. oslis.org, 2014. Web. 4 June 2014.

Henry, Meghan, Alvaro Cortez, and Sean Morris. *The 2013 Annual Homeless Assessment Report (AHAR) to Congress*. US Department of Housing and Urban Development. 13 Feb. 2014. Web. 4 Apr. 2014.

"MLA Formatting and Style Guide." *Owl Online Writing Lab*. Purdue University, 2014. Web. 4 Apr. 2014.

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA 2009.

(This is the Works Cited page for this MLA Guide)

What does a citation look like?

Books:

Form:

Author's last name, Author's first name. *Title of the book*. Place of publication: Publisher, date.

Sample:

Gottfried, Ted. *Homelessness: Whose Problem Is it?* Brookfield, CO: The Millbrook Press, 1999.

Encyclopedia

Form:

Author's last name, Author's first name. "Title of the article." *Title of the encyclopedia*. Edition
Year.

Sample:

"Homelessness." *Britannica School*. Encyclopædia Britannica, Inc., 2014. Web. 4 Apr. 2014.

Note: if the article has no author, begin your citation with the "Title of the Article".

Article (Newspaper or Magazine)

Form:

Author's Last Name, Author's First Name. "Title of article." *Title of Magazine/Newspaper*
Date of Magazine/Newspaper: Page numbers of article in original format. Site Name.
Online. Date you searched the article. (Leave last 3 items out if using print version.)

Sample:

"Veterans and Homelessness." *Time*. NCWiseOwl.com, 19 Nov. 2007. Web. 4 Apr. 2014.

Website

Form:

Author's last name, Author's first name. *Title or description of page*.
Name of institution or organization or sponsor. Date published or updated. Medium.
Date you accessed the page.

Sample:

Henry, Meghan, Alvaro Cortez, and Sean Morris. *The 2013 Annual Homeless Assessment Report (AHAR) to Congress*. US Department of Housing and Urban Development. 13 Feb. 2014. Web. 4 Apr. 2014.

Interviews

Form:

Interviewee's Last Name, First Name. Title/Position of person interviewed. Personal or
Telephone interview. Date of Interview.

Sample:

Hopkins, Kathleen. Director of City Planning, Springfield, NC. Personal Interview.
February 3, 2014.

How do I add in-text citations to my paper?

In MLA style, referring to the works of others in your text is done by using what is known as **parenthetical citation**. This method involves placing source information in parentheses after a quote or a paraphrase.

- Any source information that you provide in-text **must correspond** to the source information on the Works Cited page.
- 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 must 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).

- Both of the examples above tell 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 they can turn to the Works Cited page, where they would find the following information:

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

Where can I find some reliable sources?

- ***Robinson Media Center Books and eBooks:***

Destiny

- <https://char-meck.follettdestiny.com>
- Choose Jay M Robinson Middle School to go to the search screen

FollettShelf eBooks:

- On the Search screen choose the icon for FollettShelf.
- Use the search field to browse our collection.



- ***One Access – The Charlotte Mecklenburg Public Library***
 - Click the **One Access** icon on the Media Center page or go to <https://www.cmlibrary.org/resources>
 - Use your **student ID** number to check out an eBook, look at some videos, read the paper, or have the library hold books for you to pick up later.

- ***NCWiseOwl***
 - <http://www.ncwiseowl.org/> To get it at home use the login and password *wiseowl*.
 - **Student Resources** accesses books, magazines, newspapers and other archives.
 - **Britannica** encyclopedia is one of the most trustworthy sources in the world. .
 - The **eBook Collection** contains digital books that can be downloaded to your devices.
 - **AP Images** is an archive of important photographs from the past 100 years.
 - **Grolier Online** has several encyclopedias plus a dictionary and an atlas.
 - **Lands & Peoples** and **Popular Science** are good for information about social studies, geography, history, and science.

- ***The World Factbook***
 - Sponsored by the Central Intelligence Agency, this website has the most up-to-date-statistical news about the countries of the world, including the USA.
 - Go to <https://www.cia.gov/library/publications/the-world-factbook/>
 - This is an easy way to compare statistics from countries of the world.

Note: Robinson Middle School does not allow the use of *Wikipedia* for academic research. Information cited from Wikipedia will not count toward the fulfillment of an assignment.

Where can I find some tools to organize my paper and make citations online?

- ***Easybib***
 - Go to Google Apps and look for the Easybib icon on the second page or go to
 - <http://www.easybib.com/>
 - Click on the sign in tab and then find the “sign in with Google” button. This should get you to the CMS-friendly page.