

Grades 9 – 12 Style Sheet

East Rochester School District



Student Name

**East Rochester School District
Curriculum Office, 2008
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*This style sheet represents the efforts of English teachers in the
East Rochester and Fairport School Districts*

Research is...

Research involves analyzing and using information from a variety of sources to generate an original product. The student **documents** all the information she or he uses. This means that the student credits the sources of information and lists the materials used.

Two types of **research** are

1. A **factual account** in which the student researches facts about a topic and composes an original, logically arranged, product in which the facts are presented.
2. A **research paper** in which the student presents a conclusion about a topic. This conclusion is based on research which yields examples, testimony and information which the student analyzes and **documents**.

Primary vs. Secondary Sources

Primary sources are the materials on a topic upon which subsequent interpretations or studies are based, anything from firsthand documents such as poems, diaries, court records, and interviews to research results generated by experiments, surveys, ethnographies, and so on.

Primary sources are records of events as they are first described, without any interpretation or commentary. They are also sets of data, such as census statistics, which have been tabulated, but not interpreted.

Secondary sources, on the other hand, offer an analysis or a restatement of primary sources. They often attempt to describe or explain primary sources. Some secondary sources not only analyze primary sources, but use them to argue a contention or to persuade the reader to hold a certain opinion.

Examples of secondary sources include: dictionaries, encyclopedias, textbooks, and books and articles that interpret or review research works.

Examples of Primary and Secondary Sources

Topic	Secondary Sources	Primary Sources
United States' Internment of Japanese-American Citizens in W.W. II	Books and articles such as Dillon S. Meyers <u>Uprooted Americans: Japanese-Americans and the War Relocation Authority during World War II</u> (Tucson: University of Arizona Press, 1981.)	News articles and political memoranda of the early 1940s Memoirs and auto-biographical accounts Court decisions of the 1980's
Shakespeare's Tragedies	Critical works such as Alfred Harbage's collection entitled <u>Shakespeare: The Tragedies: A Collection of Critical Essays</u> (Englewood Cliffs: Prentice-Hall, Inc., 1964.)	Shakespeare's tragedies, e.g., <u>Macbeth</u> , <u>Hamlet</u> , <u>King Lear</u>
Gun Control	Books and articles such as Pete Shield's <u>Guns Don't Die, People Do</u> (New York: Arbor House, 1981.)	Legal codes, court proceedings, and case studies

Both forms of research require the student to present information in an original manner. **This means that you cannot just reword an article.** Read the information, think about the main ideas and details, then list or summarize **in your own words.**

If you copy the words from a resource, it is **plagiarism.** That is not research; it is simply copying another person's thoughts. It is illegal.

East Rochester Public Schools Plagiarism Policy

What is plagiarism?

Plagiarism is the use of and representation of other people's words and ideas, in whole or in part, as the student's own work. This definition applies to, but is not limited to the following:

- Words or ideas taken without proper acknowledgement from any published source, such as:
 - A collection of literary essays
 - *Spark Notes* et al.
 - Any site on the Internet
 - Work completed by other students

What actions are considered plagiarism?

Any time someone uses another author's words or ideas without correctly giving them credit, it is plagiarism. Examples:

- Putting one's name on someone else's paper.
- Using someone else's phrases in one's paper.
- Putting one's name on something that's paraphrased.
- Taking someone else's idea.
- Failure to put a quote in quotations marks, or providing incorrect information about where a source came from.

Terms to Know:

- **Common knowledge:** facts that can be found in numerous places and are likely to be known by a lot of people

Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. **You do not need to document this fact.**

- However, you must document facts that are not generally known and ideas that interpret facts

Example: According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6).

The above idea is not a fact but an *interpretation*; **consequently, you need to cite your source.**

- **Quotation:** using someone’s words. When you quote, place the passage you are using in quotation marks, and document the source.
- **Paraphrase:** using someone’s ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person’s idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person’s actual spoken or written words; or
- paraphrase of another person’s spoken or written words

Strategies for Avoiding Plagiarism:

1. Put in **quotations** everything that comes directly from the text especially when taking notes.
2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words **Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can’t see any of it (and so aren’t tempted to use the text as a “guide”). Write out the idea in your own words without peeking.**
3. Check your paraphrase **against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.**

The above information appears on the Indiana University Writing Tutorial Services’ website: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> and was edited by the grades 7-12 English teachers.

Definitions and examples of plagiarism were adapted from the following websites:

http://collegeuniversity.suite101.com/article.cfm/a_definition_for_plagiarism

<http://mail.pittsfield.net/teachersites/FOV1-0003129D/plag>

Basic Steps in Research

1. Determine your topic, including main idea and important details.
2. Compose an initial outline and thesis statement.
3. Locate and evaluate your information.
4. Record information on your note cards. This would include your bibliography (Works Cited) cards.
5. Write a final outline.
6. Write your final draft, edit your draft, write and proof your final copy.
7. Create your "Works Cited" (Bibliography) page.

Samples of Too Broad/Too Narrow Topics

Too Broad	Too Narrow	Appropriate
Social Effects of WWII	This signing of the Japanese surrender	The long term effects of the Japanese surrender
19 th Century English Novels	Marley's ghost in <u>A Christmas Carol</u>	Social themes in <u>A Christmas Carol</u>
The Circulatory System	Transport of viral infections	White blood cells and pathology
A.I.D.S	How Kimberly Burgalis contracted A.I.D.S.	A.I.D.S. research in Rochester
Modern Art	Shadow in Picasso's <u>Guernica</u>	Picasso's Blue Period
Paul's Letters	Paul's background as a Pharisee	Paul's road to Damascus experience

Thesis Statement

A thesis statement is a summary sentence that supports your opinion and ideas. It is the LAST sentence in the introduction.

A **thesis statement** is important because:

- It puts your main ideas into one summary sentence.
- It better organizes and develops the opinion/argument of your essay.
- It provides your reader with a “guide” to your argument.

A strong thesis statement is:

1. A complete declarative sentence, not a phrase or a question.
2. A sentence limited enough in scope to fit the assignment.
3. A sentence broad enough in scope to fill the assignment.
4. A sentence that takes a stand or states an opinion that is arguable.
5. A sentence that is unified, that introduces for proof only one subject.
6. A sentence made up of precise language, using no vague words.
7. A sentence that has a strong, active verb at its core.
8. A sentence that uses no tired language (clichés).
9. A sentence that uses literal (rather than figurative) language.
10. A sentence that speaks of the past or present, not the future.
11. A sentence that speaks with a positive rather than negative verb.
12. A sentence the writer knows he can support or prove with the sources he has available to him.

AND WITH ALL OF THE ABOVE, IT'S

13. A sentence that will lead to a solid piece of research because it invites support of its stance; it cries out to be supported.

Thesis Development

Like any essay, the research paper has a thesis statement—a sentence or two that shows the main idea of the paper. One way to arrive at a thesis is to frame a question which shows what your research intends to prove. For example:

- What positive and negative effects did the terms of the W.W.II surrender have on U.S./Japanese relations?
- What criticisms of society did Dickens make in A Christmas Carol and how are these reflected in the novel?
- What is the role of the immune system in preventing disease?
- What are the hallmarks of Picasso's emerging style evident in the Blue Period?

After you have completed your research, the information you have found will help answer the questions you have posed. What you intend to prove in your paper is stated broadly in the thesis statement. For example:

Charles Dickens' A Christmas Carol is an indictment of the socio-economic practices in Victorian England.

Thesis examples:

WEAK: *Soda is not healthy to drink because of its large sugar content and lack of nutritious value, and sometimes schools should not serve soda.*

STRONG: *Schools should not serve soda at lunch because of soda's high sugar content which contributes to poor nutrition, lack of focus and motivation, and bad behavior in classes.*

WEAK: *Drugs are not good for you and should not be used at work.*

STRONG: *Even though many workers protest routine drug testing, the need for drug-free personnel outweighs the rights of individuals when a job is related to public safety.*

Note Taking

Evaluate your resources before you begin taking notes. Use note cards. Each note card should have a number in the upper right corner and a number in the lower right corner.

Works Cited (Bibliography) Card: For each new source you use, your first card will be a card that gives all the information you need to complete your bibliography. Number your first source #1. Use that number in the upper right of every card holding information from that source. The next source you use will be #2. Every note card with information from that source will have a #2 in the upper right corner.

Note Cards:

- Each note card will have the number of the source in the upper right hand corner.
- At the lower right of the note card, place the page number used in that source.
- Label the card. Your label should be a main idea associated with your topic. This is placed at the top, center, on your card. It should be capitalized. This is called a “**slug**”.
- Enter one fact per card.
- Sign your full name on the back of each card.

There are three types of note cards:

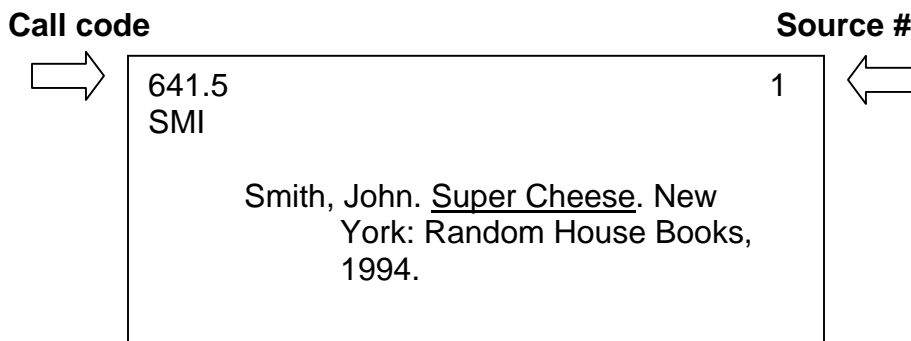
- **Paraphrase or summary card:** Restate a small portion of material in your own words.
- **Quote card:** Copy a quote, word for word, including punctuation. Use quotation marks.
- **Fact card:** Lists facts and/or statistics. Do not use complete sentences.

Three Types of Notecards

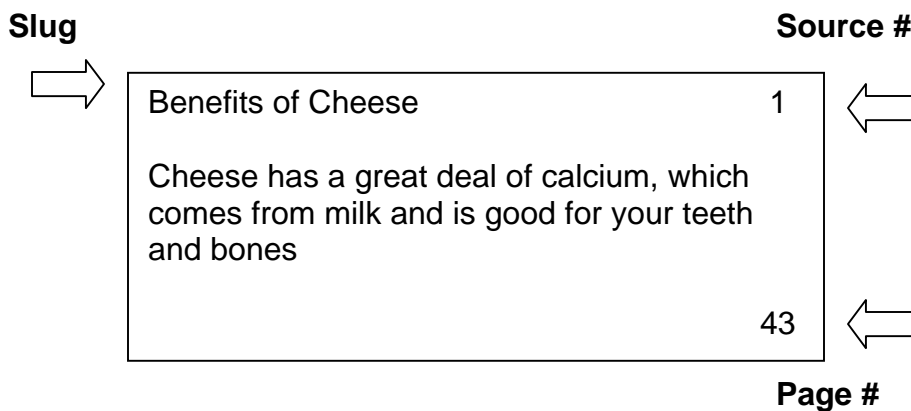
Transfer information from the sources onto notecards. First, create a **BIBLIOGRAPHY CARD** for each source used. Paraphrased information is in your own words and uses a **PARAPHRASE OR SUMMARY CARD**. If six or more of the exact words are borrowed, put quotes around them and create a **QUOTE CARD**. Finally, if just writing a list of items, create a **FACT CARD**.

Samples




BIBLIOGRAPHY CARD






PARAPHRASE OR SUMMARY CARD



QUOTE CARD

Slug	Source #
 Cheesy Recipes	1 
"There are a wide variety of quiches, omelets and casseroles that require cheese as one of its most essential ingredients."	
	63 
	Page #

FACT CARD

Slug	Source #
 Types of Cheese	1 
- Cheddar	
- Gouda	
- American	
- Swiss	
- Monterey Jack	
- Mozzarella	
	87 
	Page #

Formal Outlining

Rules:

- Every Roman numeral one gets at least a two.
- Every A gets at least a B.
- Parallel structure and double spacing are required throughout the outline.
- Use the default margins in your word processing program or 1" margins (top, bottom, left and right).

See the next page for a sample of a final outline.

Prison Rehabilitation

Thesis: To rehabilitate criminals, prisons need to balance firmness and flexibility in managing inmates.

I. Prison's Purposes

- A. Punishment for wrong-doing
- B. Protection for society
- C. Rehabilitation of criminals

II. Prison Conditions

- A. Overcrowded facilities
- B. Individual lifestyles
 - 1. Rigid scheduling
 - 2. Little companionship
 - 3. Limited opportunities
 - 4. Constant fear
 - a. of other prisoners
 - b. of authorities
- C. Group conditions
 - 1. Gloom
 - 2. Violence
 - 3. Despair

III. Prison Evaluations

- A. Importance of rehabilitation
- B. Rates of recidivism

MLA Format

Parenthetical Documentation

The simplest way to cite sources is to use parenthetical references or parenthetical documentation.

The author's last name and page number(s) are placed in parentheses in the text to give credit to sources.

For example, in your paper you write:

In their Preface, the authors point out that "Learning Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML) is like learning any new language, computer or human" (Musciano and Kennedy xi).

On your Works Cited page, you list:

Musciano, Chuck, and Bill Kennedy. HTML and XHTML: The Definitive Guide. 4th ed. Sebastopol, CA: O'Reilly, 2000.

If you cite another paragraph from the same work, or if the author or authors are clearly indicated in your text, common sense dictates that you only need to add page number(s) for the citation. For example:

Musciano and Kennedy suggest that we should avoid breaking tags across lines in our source document whenever possible to promote readability and reduce potential errors in HTML documents (41).

If you are citing two or more articles by the same author, distinguish the articles by adding a date after the author's last name, e.g. (Roche 2004 45), (Roche 2005 62-64); or by adding the short title after the last name, e.g. (Mayberry Business Leaders 21), (Mayberry Leaders Who Changed 35-40).

If you are citing two or more authors with the same last name, add first names or initials to distinguish them, e.g. (John Smith 52), (Jane Smith 90), (M. Smith 115).

To indicate a work with more than three authors or editors, use *et al.* (Latin meaning "and others") e.g. (Carmichael et al. 25).

If you are quoting from a web page, your citation for a parenthetical reference follows the same format as any regular citations for author, editor, title, etc. with one exception. Where no page reference is available on a web page, indicate the author's last name, or the short title if no author is stated, without any page reference, e.g. (Meyer) or (Patron Saints Index). A corresponding entry must be made on your Works Cited page.

To cite information obtained from the Internet, in your text you write, e.g.:

On May 2, 2002, some 4500 students wrote the difficult University of Waterloo, Physics Department, Sir Isaac Newton (SIN) Examination. Amazingly, there were three perfect papers! Two team members from Don Mills Collegiate Institute broke Waterloo's SIN record not so much for finishing First Place but both students on the team had perfect exams ("SIN 2002").

On your Works Cited page, your entry for this parenthetical reference would read:

"SIN 2002 Book Prize Winners." U of Waterloo. 3 Nov. 2002

<<http://www.science.uwaterloo.ca/physics/sin/prizewin.html>>.

If your citation refers to a website by four or more authors, e.g. Charlie Harris, Laurence A. Moore, Steven Blacher, Yvonne Hewett, and others entitled: "URLs for a Rainy Day" found at <<http://www.purefiction.co.uk/pages/res2.htm>>, in your essay you write:

A really useful Web site (Harris et al.) that compiles various URLs recommended by users has been created by a group of individuals in the United Kingdom.

On your Works Cited page, you will list the following in alphabetical order by first word along with your other citations:

Harris, Charlie, et al. "URLs for a Rainy Day." 3 June 2001. 12 Oct. 2002

<<http://www.purefiction.co.uk/pages/res2.htm>>.

For additional information on MLA documentation, access the Purdue University's Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.

Works Cited - MLA Format

Try using Citation Maker, <http://www.openc.k12.or.us/citeintro/citeintro.php?Grd=Sec>, and input your information. It will produce the correct bibliographic format for you. If you don't find your resource listed, check below and if you still don't, consult MLA Handbook for Writers of Research Papers (sixth edition, copyright 2003).

PRINTED RESOURCES

Type of source (printed)	Format	Example
Book with one author	Author's Last Name, First Name. <u>Title of Book</u> . City of Publication: Publisher, Date.	Clark, Margaret Goff. <u>The Endangered Florida Panther</u> . New York: Dulton, 1993.
No author given	<u>Title of Book</u> . City of Publication: Publisher, Date.	<u>National Geographic Atlas of the World</u> . Washington, D.C.: National Geographic Society, 1992.
Two authors	Author's Last Name, First Name and First Name Last Name of Second Author. <u>Title of Book</u> . City of Publication: Publisher, Date.	Read, Phyllis and Bernard L. Witlieb. <u>The Book of Women's Firsts</u> . New York: Random House, 1992.
More than two authors	Author's Last Name, et al. <u>Title of Book</u> . City of Publication: Publisher, Date.	Allen, Thomas, et. al. <u>Civil War in the Gulf</u> . Atlanta: Turner Publishing, Inc. 1991.
Editor	Editor's Last Name, First Name, ed. <u>Title of Book</u> . City of Publication: Publisher, Date.	Graham, Judith, ed. <u>Current Biography Yearbook</u> . New York: The H. W. Wilson Company, 1994.
Almanac	"Title of Article." <u>Title of Almanac</u> , Date of Edition.	"National Park System." <u>World Almanac and Book of Facts</u> , 2002 ed.
General book encyclopedia – signed article	Author's Last Name, First Name, "Title of Article." <u>Title of Encyclopedia</u> . Date of Edition.	Russel, Seymour. "Holocaust." <u>Encyclopedia Americana</u> . 2002 ed.
General book encyclopedia – unsigned article	"Title of Article." <u>Title of Encyclopedia</u> . Date of Edition.	"Vesuvius, Mount." <u>Crompton's Encyclopedia</u> . 1998 ed.

Works Cited - MLA Format (cont'd)

Type of Source (printed)	Format	Example
Specialized encyclopedia – reference book	Author's Last Name, First Name. "Title of Article." <u>Title of Book</u> . City of Publication: Publisher, Date.	Hodge, Paul. "Virgo Cluster." <u>McGraw Hill Encyclopedia of Science & Technology</u> . New York: McGraw Hill, 1997.
Magazine article – signed	Author's Last Name, First Name. "Title of Article." <u>Title of Magazine</u> Date: Page numbers.	Jones, Tom. "Newborn Panda in the Wild." <u>National Geographic</u> Feb. 1993: 60-65.
Magazine article – unsigned	"Title of Article." <u>Title of Magazine</u> Date: Page Numbers.	"Best Values in Treadmills." <u>Consumer Reports</u> Jun. 2003: 14-16.
Work within a collection	Author's Last Name, First Name. "Title of Work." <u>Title of Book</u> . Ed., Trans. Or Comp. Editor, Translator or Compiler's Name. City of Publication: Publisher, Date.	Allende, Isabel. "Toad's Mouth." <u>A Hammock Beneath the Mangoes: Stories from Latin America</u> . Ed. Thomas Colchie. New York: Plume, 1999.
Interview	Last Name, First Name. Personal interview. Date of interview.	Smith, Bill. Personal interview. 2 Feb. 2003.
Pamphlet	<u>Title of Pamphlet</u> . City of publication: Publisher, Date.	<u>Alcoholism</u> . Washington, D.C. U.S. Department of Health and Human Services, 1995.

Works Cited - MLA Format (cont'd)

ELECTRONIC RESOURCES

Technology makes it possible to access information through computers. You must indicate that you found the resource in an electronic format. See the following.

Type of Source (electronic)	Format	Example
Database article*	Author's Last Name, First Name. "Title of Article." <u>Periodical Name</u> Volume Number Month Year: Page Numbers. <u>Database Name</u> . Service Name. Name of Library. Date of Access <URL>.	Palmoth, Bill. "Facts to End the Hunting Debate." <u>Sports Illustrated</u> 56 Mar. 2002: 48-49. <u>Topic Search</u> . EBSCO. HF-L High School. 3 Mar. 2001 <www.epnet.com>.
Online encyclopedia*	Author's Last Name, First Name. "Title of Article." <u>Name of Encyclopedia</u> . Date of Edition. Date of Access <URL>.	Nachamie, Benjamin A. "Bone Disease." <u>Grolier Encyclopedia Online</u> . 2 Feb. 2002 <www.grolier.com>.
Online magazine or newspaper article	Author's Last Name, First Name. "Title of Article." Magazine or Newspaper Name. Publication Date. Date of Access <URL>.	Brooks, David. "The Culture of Martyrdom." <u>Atlantic Online</u> . Jun. 2002. 10 May 2004 <www.theatlantic.com/issues/2002/06/brooks.htm>.
Internet site	<u>Title of Site</u> . Site Editor or Author (if given), Date of Last Update (copyright date). Name of Any Sponsoring Institution. Date of Access <URL>.	<u>CNN.com</u> . 2002. Cable News Network. 15 May 2003 <http://www.cnn.com/>.
Television program	<u>Name of TV Program</u> . Name of Network. Call Letters of Station, City. Broadcast Date.	<u>MacNeil-Leher News Hour</u> . PBS, WXXI, Rochester. 15 Mar. 1994.
Sound clip	Performer's Last Name, First Name. "Title of Work or Segment." <u>Title of Program/Series/CD</u> . Publisher, Date of Publication. Date of Access <URL>.	McFerrin, Bobby. "Kalimba Suite." <u>Beyond Words</u> . Blue Note, 2002. 21 May 2002 <http://www.liquid.com/promo/fulfill?key=3938614>.

*Often the citation is provided at the bottom of the article in these sources.

Works Cited - MLA Format (cont'd)

Type of Source (electronic)	Format	Example
Video source (VHS or DVD)	<u>Title of Video</u> . Publisher, Date.	<u>Malcolm X</u> . Schlesinger Video Productions, 1992.
Film clip	Director's Last Name, First Name, dir. <u>Title of Clip</u> . Date of Publication. <u>Title of Film</u> . Date of Access <URL>.	Murnau, F. W., dir. <u>Nosferatu</u> . 1922. <u>The Sync</u> . 16 Jun. 2002 < http://www.theync.com/ram/nosferatu.ram >.
Cartoon	Author's Last Name, First Name. "Title of Cartoon." Cartoon. <u>Title of Periodical</u> . Date of Publication. Date of Access <URL>.	Ohman, Jack. "One Final Carrier Landing Attempt." Cartoon. <u>US News.com</u> 8 Apr. 2002. 29 May 2002 < http://www.usnews.com/usnews/issue/020400/8/opinion/8cartoon.html >.
Image	Artist's Last Name, First Name (if given). "Title of Work or Search Term." Online image. <u>Title of Home Site</u> . Date of Access <URL>.	"Twin Towers." Online image. <u>Islamic Voice</u> . 12 Jan. 2005 http://www.islamicvoice.com/August.2003.images/twin_towers.jpg >.

NOTES:

- Your bibliography page should be titled "Works Cited" and be in alphabetical order.
- Works Cited should be double spaced and indented after the first line.
- In addition to acknowledging sources and giving appropriate credit, a Works Cited page should enable the reader to return to the resource by providing the information necessary to do so.
- Be consistent in writing out dates – January 13, 2005 should be 13 Jan. 2005.
- Single spacing after punctuation marks is now accepted.
- You may shorten the Publisher's name – ex: W. W. Norton & Company becomes Norton
- Do not use p. or pp. for page numbers – ex: pp. 23-26 should be 23-26.

Compiled by Lisa Osur, Beth Puckett and Belinda O'Brien, BOCES 1 School Media Specialists.
January 2005

MLA Final Paper Layout

- Cover page (at instructor's discretion)

Option I

Paper Title
Student's Name
Date
Teacher's Name

Title
Student's Name Date Teacher's Name

Option II

Paper Title
Student's Name
Teacher's Name
Course Name
Date

Title
Student's Name Teacher's Name Course Name Date

- Outline
- Text
- Works Cited page

MLA Sample Paper (cover and outline not shown)

Writer's name and page number

↑
1"
↓

↑
1/2"
↓

Alder 1

Identification: writer's name, instructor's name, course title, date—all double spaced.

Kisha Alder

Ms. Savarro

English 101

7 March 2003

Title centered.

Who Pays the Bill for

Internet Shopping?

Double-space throughout.

Introduction: gives background to establish the issue.

Going to the mall may soon go out of style. These days more and more people are shopping from home over the Internet. In 2002 electronic commerce (e-commerce) took in approximately \$40 billion from shoppers; by 2007 that amount is expected to be \$105 million or more ("Sales Tax"). These numbers are good news for the online stores and for online shoppers, who can anticipate increasing variety in e-commerce offerings. But because taxes are not collected on Internet sales as they are on purchases in almost all states, online stores compete unfairly with traditional "bricks-and-mortar" stores, and shoppers with Internet access have an unfair advantage over shoppers with no such access. To improve equity between online and traditional stores and between consumers with and without Internet access, tax laws should be revised to allow collection of sales taxes on Internet purchases.

Citation form: shortened title for anonymous source, online source has no page number.

Thesis statement.

Background on internet taxation (next two paragraphs).

Internet commerce is regulated by the same tax laws that govern other commerce. However, in 1992 the Supreme Court ruled that vendors do not have to collect taxes on behalf of states where they do not have a physical presence, because such collection would place an unconstitutional burden on interstate commerce (Quill Corp. v. North Dakota 5 – 8). Buyers are supposed to send the correct taxes to their state governments voluntarily, but they rarely

Citation form: law case; case name underlined in the text citation.

↑
1"
↓

do and states currently have no way to collect (Zimmerman and Hoover 45). In a decision addressing mail-order sales but considered applicable to Internet sales, the Court's majority urged Congress to reexamine the tax laws governing interstate commerce:

The underlying issue is not only one that Congress may be better qualified to resolve, but also one that Congress has the ultimate power to resolve. . . . Accordingly, Congress is now free to decide whether, when, and to what extent the States may burden interstate mail-order concerns with a duty to collect use taxes. (Quill Corp. v. North Dakota 18-19)

Congress did take some action in 1998, when e-commerce was blossoming, by placing a temporary moratorium on new Internet taxes and by creating the Advisory Commission on Electronic Commerce to study the taxation issue and recommend solutions. A majority of the commission recommended solutions. A majority of the commission recommended extending the moratorium for another five years, through 2006, so that the taxation issue could be studied further and the state and local taxing authorities could simplify their complex and overlapping tax systems (US Advisory Commission). Congress agreed and voted to extend the moratorium (Bettelheim 27). Meanwhile, the debate over taxing e-commerce continues to heat up. On one side are state and local governments that have mounted a campaign for a uniform tax rate that would apply to Internet purchases. On the other side are those who would transform the moratorium on Internet sales taxes into a permanent ban ("E-Commerce").

Citation form: source with two authors.

Quotation over four lines set off without quotation marks, indented one inch and double spaced.

Ellipsis mark signals omission from quotation.

Citation form: after displayed quotation, citation follows sentence period and one space.

Source: corporate author.
Citation form: corporate author only, because online source has no page or other reference numbers.

Citation form: shortened titled for anonymous source, no page number for one-page source.

New page for works cited.
Heading centered.

A posting to a Web forum.

Sources are alphabetized by authors' last names.

Second and subsequent lines of each source are indented one-half inch.

A journal article obtained through a library subscription service.

A report by a corporate author.

An anonymous newspaper article listed and alphabetized by title. Sources obtained through a library subscription service.

An article in a magazine.

An e-mail interview.

A law case: case name not underlined in list of works cited.

An anonymous newswire article listed and alphabetized by title. Source obtained through a library subscription service.

An article in an online magazine.

Works Cited

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Senate Rejects Plan for Multistate 'Compact.'" CQ Weekly 59.44 (2002):

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New York Times 9 Jan. 2003, late ed.: C4; LexisNexis Academic.

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Granfield, Anne. "Taxing the Internet." Forbes 17. Dec. 2002: 56 – 58.

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Stamas, Vicky. "Tax-Free Web Goods May Disappear." ZDNet News 23

Jan. 2002. 13 Feb. 2003

<<http://www.zdnet.com/zdnn/stories/news/0,4586.html>>.

<p>United States. Advisory Commission on Electronic Commerce. <u>Report to Congress</u>. Apr. 2000. 25 Jan. 2003 http://www.ecommercecommission.org/report.htm.</p>	<p>An online government publication with no named author, so government body given as author.</p>
<p>---. Dept. of Commerce. National Telecommunications and Information Admin. <u>Falling through the Net: Toward Digital Inclusion</u>. Oct. 2001. 2 Feb. 2003 http://www.ntia.doc.gov/ntiahome/fttn00/contents00.html.</p>	<p>Second source by author of two or more cited works: three hyphens replace author's name (<i>United States</i>).</p>
<p>Wiseman, Alan E. <u>The Internet Economy: Access, Taxes, and Market Structure</u>. Washington: Brookings, 2000.</p>	<p>A book.</p>
<p>Wyden, Ron. "Statement on the Internet Tax Non-Discrimination Act." <u>Ron Wyden Online</u>. 7 Jan. 2003. 13 Jan. 2003 http://www.senate.gov/~wyden.docs.htm.</p>	<p>A page on a Web site</p>
<p>Zimmerman, Malai, and Kent Hoover. "Use of Third Parties to Collect State and Local Taxes on Internet Sales." <u>Pacific Business Journal</u> 26.2 (1999): 45-48.</p>	<p>An article from a journal that pages each issue separately. A source with two authors.</p>

APA Format

Parenthetical Documentation

The author's last name and the year of his/her work's publication are placed in parentheses in the text to give credit to sources.

For example, in your paper you write:

In their Preface, the authors point out that "Learning Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML) is like learning any new language, computer or human" (Musciano and Kennedy, 2000).

*Note that there is a comma after the author(s) and before the year. The period goes outside the parentheses.

On your References page, you list:

Musciano, C. & Kennedy, B. (2000). *HTML and XHTML: The definitive guide*. (4th ed.).

Sebastopol, CA: O'Reilly.

If the author or authors are clearly indicated in your text, you only need to add the year of publication next to their names.

For example, in your paper you write:

Musciano and Kennedy (2000) suggest that we should avoid breaking tags across lines in our source document whenever possible to promote readability and reduce potential errors in HTML documents.

To indicate a work with two authors, cite both names.

For example, in your paper you write:

Wasserstein and Zappulla (1994) say...

To indicate a work with three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” and the year if it is the first citation of the reference within a paragraph:

Wassterstein, Zappulla, Rosen, Gerstman, and Rock (1994) found... [*Use as first citation in text.*]

Wasserstein et al. (1994) found... [*Use as subsequent first citation per paragraph thereafter.*]

When a work has no author, cite in text the first few words of the title.

For example, in your paper you write:

...on free care (“Study Finds,” 1982).

or

...the book *College Bound Seniors* (1979)...

When including a direct quotation in your paper, always provide the author, year, and specific page citation in the text.

For example, in your paper you write:

She stated, “The ‘placebo effect’ ...disappeared when behaviors were studied in this manner”

(Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

or

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

References - APA Format

Type of Source	Format	Example
Book with one author	Author's Last Name, First Initial. (Year). <i>Title of book</i> . City of Publication: Publisher.	Clark, M. (1993). <i>The endangered Florida panther</i> . New York: Dulton.
No author given	<i>Title of book</i> . (Year). City of Publication: Publisher.	<i>National Geographic atlas of the world</i> . (1992). Washington, D.C.: National Geographic Society.
Two authors	Author's Last Name, First Initial, & Author's Last Name, First Initial. (Year). <i>Title of book</i> . City of Publication: Publisher.	Read, P., & Witlieb, B. (1992). <i>The book of women's firsts</i> . New York: Random House.
Three, four, or five authors	Author's Last Name, First Initial. (repeated 3-5 times) (Year). <i>Title of book</i> . City of Publication: Publisher.	Aron, A., Adams, E., Thomas, M., & Nelson, G. (1991). <i>Healthy living</i> . Hillsdale, NJ: Erlbaum.
Editor	Author's Last Name, First Initial. (Eds.) (Year). <i>Title of book</i> . City of Publication: Publisher.	Graham, J. (Ed.). (1994). <i>Current biography yearbook</i> . New York: H.W. Wilson.
General book encyclopedia - signed article	Author's Last Name, First Initial. (Year). Title of article. In <i>Title of encyclopedia</i> (Volume, pages). City of Publication: Publisher.	Bergmann, P.G. (1993). Relativity. In <i>The new encyclopedia britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
General book encyclopedia - unsigned article	Title of article. (Year). In <i>Title of encyclopedia</i> (Volume, pages). City of Publication: Publisher.	Relativity. (1993). In <i>The new encyclopedia britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
Magazine article - signed	Author's Last Name, First Initial. (Year, Month Day). Title of article. <i>Title of Magazine, volume number, pages</i> .	Jones, T. (1993, February 10). Newborn panda in the wild. <i>National Geographic</i> , 46, 60-65.

References - APA Format (cont'd)

Type of Source	Format	Example
Magazine article - unsigned	Title of article. (Year, Month Day). <i>Title of Magazine</i> , Volume number, pages.	Best values in treadmills. (2003, June 26). <i>Consumer Reports</i> , 30, 14-16.
Work within a collection (anthology)	Author's Last Name, First Initial. (Year). Title of work. In Editor's First Initial & Last Name (Ed.), <i>Title of book</i> (pages). City of Publication: Publisher.	Allende, I. (1999). Toad's Mouth. In T. Colchie (Ed.), <i>A hammock beneath the mangoes: Stories from Latin America</i> . (pp. 309-330). New York: Plume.
Interview	Not cited in References section; only cited in text of paper	T.K. Lutes (personal interview, April 18, 2007).
Pamphlet or brochure	Name of Publisher. (Year). <i>Title of brochure</i> (edition, if given) [Brochure]. City of Publication: The word "author" stands in place of the previously named publisher	U.S. Department of Health and Human services. 1995). <i>Alcoholism</i> [Brochure]. Washington, D.C.: Author.
Television broadcast	Producer's Last Name, First Initial. (Executive Producer). (Year, Month Day). <i>Title of program</i> [Television broadcast]. City of broadcast: Full Name of Broadcast Company.	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.
Film clip	Producer's Last Name, First Initial. (Producer), & Writer or Director's Last Name, First Initial (Writer/Director). (Year). <i>Title of film</i> [Motion picture]. Country: Company.	Scorsese, M. (Producer), & Lonergan, K. Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.

References - APA Format (cont'd)

Type of Source	Format	Example
Internet site	Title of Sponsoring Institution. (date of last update, or "n.d." if no date is given). <i>Title of website.</i> Retrieved Month day, year, from URL	Greater New Milford (Ct) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). <i>Who has time for a family meal? You do!</i> Retrieved October 5, 2000, from <a href="http://www.familymeal
time.org">http://www.familymeal time.org
Online encyclopedia	Author's Last Name, First Initial. <i>Title of article.</i> Retrieved Month day, year, from Title of Encyclopedia Web site: URL	Nachamie, B. A. <i>Bone disease.</i> Retrieved February 2, 2002, from Grolier Encyclopedia Web site: http://www.grolier.com
Database article	Author's Last Name, First Initial. (Year of article). Title of article. <i>Periodical Name,</i> <i>volume no.,</i> pages. Retrieved Month day, year, from name of database.	Palmoth, B. (2002). Facts to end the hunting debate. <i>Sports Illustrated</i> , 56, 48- 49. Retrieved March 3, 2002, from the EBSCO database.
Online magazine or newspaper article	Author's Last Name, First Initial. (Year of article). Title of article [Electronic version]. <i>Periodical Name, volume number,</i> pages.	VandenBos, G., Knapp, S., & Doe, J. (2001). The anatomy of depression [Electronic version]. <i>Newsweek</i> , 5, 117-123.
Sound clip (music)	Artist's Last Name, First Initial. (Date of copyright). Title of song. On <i>Title of Album</i> [medium of recording]. Location: Label.	McFerrin, B. (2002). Kalimba suite. On <i>Blue note</i> [CD]. New York: Liquid Records.

APA Sample Paper

Dating Violence 1

Shortened title and page number.

An Assessment of
Dating Violence on Campus
Karen M. Tarczyk
Mr. Durkan
March 6, 2003

Double-space all information: title, name, course title, instructor, date.

Abstract

Abstract: summary of subject, research method, conclusions.

Little research has examined the patterns of abuse and violence occurring within couples during courtship. With a questionnaire administered to a sample of college students, the extent and nature of such abuse and violence were investigated. The results, interpretations, and implications for further research are discussed.

An Assessment of
Dating Violence on Campus

In recent years, a great deal of attention has been devoted to family violence. Numerous studies have been done on spouse and child abuse. However, violent behavior occurs in dating relationships as well, yet the problem of dating violence has been relatively ignored by sociological research. It should be examined further since the premarital relationship is one context in which individuals learn and adopt behaviors that surface in marriage.

The sociologist James Makepeace (1989) contended that courtship violence is a “potential mediating link” between violence in one’s family of orientation and violence in one’s later family of procreation (p. 103). Studying dating behaviors at Bemidji State University in Minnesota, Makepeace reported that one-fifth of the respondents had had a least one encounter with dating violence. He then extended these percentages to students nationwide, suggesting the existence of a major hidden social problem.

More recent research supports Makepeace’s. Cates, Rutter, Karl, Linton, and Smith (1997) found that 22.3% of respondents at Oregon State University had been either the victim or the perpetrator of premarital violence. Another study (Cortes, 2000) found that so-called date rape, while much more publicized and discussed, was reported by many fewer woman respondents (2%) than was other violence during courtship (21%).

Double-space throughout.

Title repeated on first text page.

Introduction: presentation of the problem researched by the writer.

Citation form: author named in the text.

Citation form: page number given for the quotation.

Citation form: source with three to five authors, named in the text.

Citation form: author not named in the text.

Heading centered.

References

An article in a print journal.

Cates, R. L., Rutter, C. H., Karl, J., Linton, M., & Smith, K. (1997).

Premarital abuse: a social psychological perspective. *Journal of Family Issues*, 13(1), 79-90.

Sources are alphabetized by authors' last names.

An article in an on-line journal.

Cortes, L. (2000). Beyond date rape: Violence during courtship. *Electronic*

Journal of Intimate Violence, 5(2). Retrieved February 16, 2003,

from <http://www.acast.nova.edu/health/psy/file-disc/file50.html>

Second and subsequent lines of each source are indented five spaces.

Glaser, R. & Rutter, C.H. (Eds.). (1994). Familial violence [Special Issue].

Family Relations, 43.

Double-space throughout.

Makepeace, J.M. (1989). Courtship violence among college students. *Family*

Relations, 28, 97-103.

A book. ("Tactics Scales" is part of a proper name and so capitalized.)

Strauss, M.L. (1982). *Conflict Tactic Scales*. New York: Sociological Tests.

Chicago Format

Footnotes and Endnotes

The Chicago note style requires either raised numerals in the text that refer to footnotes (bottoms of pages) or endnotes (end of paper). These notes contain complete source information. A separate list of works cited is optional, and you should ask your instructor before beginning the paper.

Note: Whether you are required to provide footnotes or endnotes, single-space each note and double-space between notes.

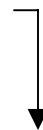
Footnotes

- Separate footnotes from the text with a short line.
- Start with a number typed on the line and followed by a period that corresponds to the note number in the text.
- Indent the first line five spaces.
- Give the author's name in normal order.
- Italicize or underline the titles of books and periodicals.
- Enclose in quotations marks the titles of parts of books or articles in periodicals.
- Use commas between elements.
- Enclose publication in parentheses, with no preceding punctuation.
- Do not abbreviate publisher's names, but omit "Inc.," "Co.," and similar abbreviations.
- Include the specific page number(s) you borrowed from, omitting "p" or "pp."

For example, in your paper you write:

In 1901, Madras, Bengal, and Punjab were a few of the huge Indian provinces governed by the British viceroy.¹ British rule, observes Stuart Cary Welch, "seemed as permanent as Mount Everest."²

[footnotes at the bottom of the page as shown below]



1. Martin Gilbert, *Atlas of British History* (New York: Dorset Press, 1968), 96.

2. Stuart Cary Welch, *India: Art and Culture* (New York: Metropolitan Museum of Art, 1985), 421.

Two or more citations of the same source

To minimize clutter and give a quick sense of how often you cite a source, the Chicago style allows a shortened form for subsequent citations of a source you have already cited fully. Your instructor may also allow the shortened form for a first citation of a source if full information appears in a list of works cited.

You may use the Latin abbreviation “ibid.” (meaning “in the same place”) to refer to the same source cited in the preceding note:

8. Janet Leve, “Sex Differences in the Games Children Play,” *Social Problems* 23 (1976): 482.
9. Ibid., 483.

For any source already cited in your notes, not just immediately before, you may use the author’s name and (if the author is responsible for more than one cited source) a shortened form of the title.

1. Carol Gilligan, *In a Different Voice: Psychological Theory and Women’s Development* (Cambridge: Harvard University Press, 1982), 27.
2. Carol Gilligan, “Moral Development in the College Years,” *The Modern American College*, ed. A. Chickering (San Francisco: Jossey-Bass, 1991), 286.
3. Gilligan, *In a Different Voice*, 47.

Omit the title if you are using only one source by the cited author.

The Chicago style recommends in-text parenthetical citations when you cite one or more works repeatedly. This practice allows you to avoid many notes saying “ibid.” or giving the same author’s name. In the example following, the note number refers to the complete source information in an endnote; the numbers in parentheses are page numbers in the same source.

British rule, observes Stuart Cary Welch, “seemed as permanent as Mount Everest.”⁷

Most Indians submitted, willingly or not, to British influence in every facet of life (423-24).

Endnotes

- If you are instructed to use endnotes, place directly after the text, beginning on a new page.
- Center the “Endnotes” title and triple-space between the title and the endnotes.
- Do not use a short line to separate.
- Follow the same format given for footnotes.

Works Cited

If a Works Cited page is required, arrange the sources in alphabetical order and follow the MLA format.

Format for Chicago Notes for Footnote or Endnote Page

Type of Source	Format	Example
Book with one author	Corresponding note number. Author's First and Last Name, <i>Title of Book</i> (City of Publication: Publisher, Date), pages.	1. Carol Gilligan, <i>In A Different Voice: Psychological Theory and Women's Development</i> (Cambridge: Harvard University Press, 1982), 27.
No author given	Corresponding note number. <i>Title of Book</i> (City of Publication: Publisher, Date), pages.	2. <i>The Dorling Kindersley World Reference Atlas</i> (London: Dorling Kindersley, 2003), 150-51.
Two or three authors	Corresponding note number. Author's First and Last Name, Author's First and Last Name, and Author's First and Last Name, <i>Title of Book</i> , Edition or Volume Number, (City of Publication: Publisher, Date), pages.	3. Dennis L. Wilcox, Phillip H. Ault, and Warren K. Agee, <i>Public Relations: Strategies and Tactics</i> , 4th ed. (New York: HarperCollins, 1995), 182.
More than three authors	Corresponding note number. First Author's First and Last Name and others, <i>Title of Book</i> (City of Publication: Publisher, Date), pages.	4. Geraldo Lopez and others, <i>China and the West</i> (Poston: Little, Brown, 2000), 461.
Editor	Corresponding note number. Author's First and Last Name. ed., <i>Title of Book</i> (City of Publication: Publisher, Date), pages.	5. Hendrick Ruitenbeek, ed., <i>Freud as We Knew Him</i> (Detroit: Wayne State University Press, 1973), 64.
A work in more than one volume	Corresponding note number. Author's First and Last Name, <i>Title of Book</i> , Editor's First and Last Name (City of Publication: Publisher, Date), volume number: pages.	6. Abraham Lincoln, <i>The Collected Works of Abraham Lincoln</i> , ed. Roy P Basler (New Brunswick: Rutgers University Press, 1953), 5: 426-28.

Format for Chicago Notes for Footnote or Endnote Page (cont'd)

Type of Source	Format	Example
Work within a collection (anthology)	Corresponding note number. Author's First and Last Name, "Title of Work," in <i>Title of Book</i> , Editor's First and Last Name (City of Publication: Publisher, Date), pages.	7. Rosetta Brooks, "Streetwise," in <i>The Urban Landscape</i> , ed. Richard Martin (New York: Rizzoli, 2001), 38-39.
An article in a reference work	Corresponding note number. Author's First and Last Name. "Title of Work," in <i>Title of Reference Work</i> , edition number.	8. Mark F. Herman, "Polymers," in <i>The New Encyclopedia Britannica</i> , 16 th ed.
An article in a magazine	Corresponding note number. Author's First and Last Name, "Article Title," <i>Magazine Title</i> , date followed by month and year, pages.	9. Mark Stevens, "Low and Behold," <i>New Republic</i> , 24 December 2000, 28.
Interview	Corresponding note number. First and Last Name of person interviewed, interview by First and Last Name, <i>Program Title</i> , Full Name of Broadcast Company, date followed by Month and year.	10. Donald Rumsfeld, interview by William Lindon, <i>Frontline</i> , Public Broadcasting System, 10 October 2002.
Film or video recording	Corresponding note number. <i>Title of Film or Video</i> , Producer's First and Last Name, Full name of Production Company, date produced, recording or film.	11. <i>Serenade</i> , George Balanche, San Francisco Ballet, PBS Video, 1985, videocassette.
Internet source	Corresponding note number. <i>Title of Site</i> . Site Author or Editor (if given), Date of Last Update (copyright date). Name of Any Sponsoring Institution. Date of Access. URL.	12. <i>CNN. Com. 2007</i> . Cable News Network. 15 April 2008. http://www.cnn.com/ .

Format for Chicago Notes for Footnote or Endnote Page (cont'd)

Type of Source	Format	Example
Online encyclopedia	Corresponding note number. Author's First and Last Name, "Article Title," <i>Name of Encyclopedia</i> , Date of Edition. Date of Access. URL.	13. Benjamin A. Nachamie, "Bone Disease," <i>Grolier Encyclopedia Online</i> , 2 February 2002. www.epnet.com .
An online database	Corresponding note number. <i>Name of Database</i> {database online}, editor's First and Last Name (City of Access: Name of Library, Date and Year): URL. (accessed Date, Year).	14. <i>Scots Teaching and Research Network</i> [database online], ed. John Corbett (Glasgow: University of Glasgow, February 2, 2002): http://www.arts.gla.ac.uk/www/comet/starn.htm . (accessed March 5, 2003).
Online magazine or newspaper article	Corresponding note number. Author's First and Last Name, "Article Title," <i>Magazine or Newspaper Title</i> , volume number, Publication Date, URL (accessed Date, Year).	15. Andrew Palfrey, "Choice of Mates in Identical Twins," <i>Modern Psychology</i> 4, no. 1, 1996, http://www.liasu.edu/modpsy/palfrey4(1).htm (accessed February 25, 2008).

Sources

MLA: *Concise Rules of APA Style*. Washington, D.C.: American Psychological Association, 2005.

APA: Gibaldi, Joseph, ed. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: Modern Language Association of America, 2008.

Chicago Notes: Aaron, Jane E., *The Little Brown Compact Handbook*, 5th ed. New York: Pearson Education, 2001.