The Style Sheet for

Illinois Lutheran School

Revised Summer 2016

Introduction

- Students should use the style sheet whenever a paper is assigned. Not following all points found in the style sheet can result in a lowered grade.
- If a teacher's directions differ from the style sheet, the teacher's directions should be followed.
- Information and examples used in this style sheet are taken from the *MLA Handbook*, copyright 2016, eighth edition.

Beginning Your Paper

- Use Times New Roman 12-point font.
- Use one-inch margins and begin at left margin.
- On the first line type your name and then double space.
- On the second line type your instructor's name and then double space.
- On the third line type the name of the class and then double space.
- On the fourth line type the date the paper is due and then double space.
- Center the title.
- The title should not be in bold, all capital letters, italics, quotation marks, or underlined.
- Then double space and begin typing paper.

Final Copy Information

- All formal papers are double-spaced.
- Put no extra spacing between paragraphs.
- Number all pages, starting with 1, in the upper right hand corner, one-half inch from the top and justified with the right margin.
- Type your last name before the page number.
- Name and page numbers should be typed and not handwritten.
- Margins must be one-inch left, right, bottom, and top. Warning: some computers have a preset margin of 1.25 inches. Make sure your margins are one inch exactly before beginning.
- If not submitting electronically, use 8 1/2 by 11-inch white paper. Make sure there is no print/writing on the backside of the paper.
- Hand in the outline, final copy, and works cited, in that order, if your teacher requires all of these elements.
- Use paper clips to attach all elements of paper together unless your teacher says otherwise.
- Avoid using plastic folders as instructors find them a nuisance for reading and commenting on papers.

General Usage

- Follow formal English grammar usage rules.
- Standard usage rules declare that if you are using a person's name many times, write out the full name the first time you use it (Marilyn Monroe), then the last name for subsequent references (Monroe, NOT 'Marilyn').
- If you use numbers in your paper, write out zero through nine, and use numerals for the remainder, 10, 11, 12, etc.
- Write out usages like three percent, but use numerals and symbols for 34%.
- Of course, use numerals for times (4:20 P.M.), addresses (1610 Main Street), and dates (April 1, 1965 OR 1 April 1965).
- Keep numbers in the same sentence in the same style (3 girls and 14 boys).
- Numerals usually do not compose the first word of a sentence (Forty-four percent of all high school students sleep during the school day).
- Remember to use italics for "whole" or "large" works. This includes a web site, novels, CDs, plays, magazines, newspapers, films, encyclopedias, radio and television programs, musical compositions, paintings and other pieces of artwork, ships, aircraft, and spacecraft.
- Use quotation marks for "smaller" or "parts" of large works. This includes portions/sections of web sites, short stories, most poems, chapters of books, articles in magazines or encyclopedias, individual episodes of television programs, songs, and unpublished works.
- Sacred writings are neither underlined, in italics, nor in quotes (NOT "The Book of James" from *The Bible,* or *The Apocrypha*).

Works Cited Information

- The works cited page is double-spaced, with indentations for lines beyond the first line.
- Your works cited should be the last page of your paper.
- The words 'Works Cited' should be centered, one inch from the top of the paper.
- Do not call your works cited a 'Bibliography,' since that word refers to something completely different.
- All interior notes that you use should have its full reference on the works cited page.
- Also, all works listed on the works cited page should be used as interior notes in the body of the paper.
- The works cited page should be alphabetized by authors' last names.
- If a work has no author, alphabetize that work by its name. Numbers go before alphabet when listing the sources used.
- When copying and pasting the URL, start with the www. and delete the **http://** portion.
- Following are the items, the order, and the punctuation that is used for making a reference.

1. Author.   (Last, First.)
2. Title of Source.

Container 1
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.

Container 2
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location

Container 1 is for the source of the item used. Container 2 is used when there is a source within a source. This is for where that source listed in Container 1 is found, like the Internet.

Works Cited Samples

One author
Author's name (last, first).

Two authors
Last, first and first last.   Example: Jacobson, Mark and Linda R. Waugh.

No author
MLA Handbook. 8th ed., The Modern Language Association of America, 2016.

Found on Internet
Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." *So Many*

   Books, 25 Apr. 2013, https://somanybooksblog.com/2013/04/25/the-reading-brain-

   differences-between-digital-and-print/.

Corporate author (an institution, an association, a government agency or another kind of organization)   The group's name goes first.

United Nations. *Consequences of Rapid Population Growth in Developing Countries.*   Taylor

      and Francis, 1991.

Film and TV (Whatever or whoever is most important to your interior note is what goes first.)
Buffy the Vampire Slayer. Created by Joss Whedon, performance by Sarah Michelle Gellar,

      Mutant Enemy, 1997-2003.

Gellar, Sarah Michelle, performer. *Buffy the Vampire Slayer.* Mutant Enemy, 1997-2003.

"Hush." *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle

      Gellar, season 4, episode 10, Mutant Enemy, 1999.

Whedon, Joss, creator. *Buffy the Vampire Slayer.* Mutant Enemy, 1997-2003.

A magazine article would look like this and would only need to use Container 1.
Deresiewicz, William. "The Death of the Artist—and the Birth of the Creative Entrepreneur."

      The Atlantic, Jan.-Feb. 2015, pp. 92-97.

The same article found on the Internet would look like this and would need to use both Container 1 and Container 2.
Deresiewicz, William. "The Death of the Artist—and the Birth of the Creative Entrepreneur."

      The Atlantic, 28 Dec. 2014, www.theatlantic.com/magazine/archive/2015/01/the-death-

      of-the-artist-and-the-birth-of-the-creative-entrepreneur/383497/.

Bible
The Bible. New International Version, Biblica, 2011.

The Bible. Holman Christian Standard Bible, 2009.

The Bible. English Standard Version, Crossway.

Interior Note Information

- In the pursuit of honesty and ethics, students should add interior notes to their papers whenever they have used information from another source. This includes paraphrasing (relating someone else's ideas in your own words) and quoting (using their words verbatim in your paper).

- After a paraphrase or a direct quote, the author's last name and page number of the information should be used within parentheses (Gibaldi 114). Don't insert a comma in between the last name and the number. No other punctuation or wording is needed, unless. . .

- If more than one source is used by the same author, add a short title between the author's name and page number (Gibaldi, *Handbook,* 115).

- If no author can be found (especially prevalent in databases, websites, and encyclopedias, as well as TV or other programming), use the title of the work, shortening it to the most important word/s. ("Albatross" or *Sixty Minutes*). Your reader will be able to look at the works cited for more information.

Interior Note Usage Directions

- Using quotations from sources is recommended in research papers.

- Do not overuse quotes.

- Do not have a paragraph made up only of quotes.

- Any words taken directly from another source should be within quotation marks and cited with an interior note.

- You may use your own words (paraphrase) and quote fragments so that they may be worked into a clear, concise sentence. Again, use quotation marks around the fragments and cite at the end of the sentence or paragraph with an interior note.

- You may only change a quotation if it is obvious to the reader that you have changed it.

- If you would like to leave out words within a quote, you may -- just make sure the essence of the quote stays the same. Use ellipsis points (spaced periods) to keep the flow of a sentence. Example: "If omitting material from the original sentence or sentences leaves a quotation that appears to be a sentence . . . you must use ellipsis points, or spaced periods, to indicate that your quotation does not completely reproduce the original" (Gibaldi 86).

Questions?

Go to *The MLA Style Center* located at **style.mla.org**

Plagiarism

Plagiarism is taking someone else's idea and presenting it as if it is the writer's own original work. This is stealing and is morally and ethically wrong.

Plagiarism is committed when writers/presenters
- do not include where the information was found
- copy and paste from someone else's work

Specifically, here are examples of plagiarism when the writers/presenters
- use quotes from material written by someone else or rephrasing the ideas of another without giving the source
- place a direct quote in a paper without using quotation marks even if you acknowledge the source
- put images, videos, and/or music into a presentation without citing the source
- use another person's work and submit it as your own

To avoid committing plagiarism
- When citing facts, the student must use interior notes.
- When using someone else's idea, the student must use interiors notes.
- When using a quote, the student must use interior notes and quotation marks.
- When using someone else's work (creative items such as written work, photos, artwork, or music are included), the student must use interior notes.

Also, any assignment used for one class cannot also be used for another class. Doing so would be considered as cheating.

Outline Information

- Use a topic, not a sentence, outline unless your teacher designates differently.
- Put your title, centered, at the top of the paper. Do not use all caps.
- Follow outline spacing directions:
    - double-space the entire outline
    - double-space between title and thesis (or Roman numeral I, as your teacher designates)
    - double-space around Roman numerals
    - double-space around all other outline information. See example on the next page for help.
    - double-space before the re-stated thesis.
- Follow outline capitalization directions
    - title and all roman numerals are not all in caps
    - the first letter of the first word and all important words in 'A's, 'B's, 'C's, etc. are capitalized
    - the first letter of the first word and all proper nouns in '1's, '2's, '3's, etc. are capitalized
    - only proper nouns are capitalized in 'a's, 'b's, 'c's, etc. See example on the next page for help
- Use a logical organizational plan to develop your outline (and, ultimately, your paper).
    - chronological (useful for historical discussions -- e.g. how the Mexican War developed)
    - cause and effect (e.g. what consequences a scientific discovery will have);
    - process (e.g. how a politician got elected)
    - deductive line of argument moves from the general to the specific (e.g. from the problem of violence in the United States to violence involving handguns)
    - an inductive line of argument moves from the specific to the general (e.g. from violence involving handguns to the problem of violence in the United States) (Gibaldi 37)
- Remember standard outline directions. If you find this difficult, you probably need to reorganize your material.
    - If you have a 'I,' you must have a 'II.'
    - If you have an 'A,' you must have a 'B.'

Work Cited

MLA Handbook. 8th ed., The Modern Language Association of America, 2016.