



Naperville Central High School  
**Style Manual for  
Research Papers**

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### Definitions

**Annotated Bibliography or Annotated List of Works Cited:** a list of sources, with each source containing not only bibliographic information but also a description or evaluation of the source

**Parenthetical (or In-text) Documentation:** a method of documenting sources in the text that provides source information in parentheses

**Primary Research:** the investigation of a topic through the researcher's analysis of texts and films and through interviews, surveys, and experiments

**Secondary Research:** the investigation of a topic through the study of what other researchers have concluded about the subject

**Works Cited:** a list of all sources the writer cites in the essay

**Works Consulted:** a list of all sources the writer consulted when conducting research

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The following source provided the guidelines and several of the examples in this style manual:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6<sup>th</sup> ed. New

York: MLA, 2003.

## Plagiarism

### Academic Integrity

Naperville Central students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. The Naperville Central community expects that students do their work honestly, without cheating or plagiarizing. The integrity of the academic program depends upon an honest approach by our students. It is the responsibility of our students, teachers, and administration to protect the integrity of our academic program.

**Cheating** or **plagiarizing** at any level, at any time, will not be tolerated. Consequently, when evidence of cheating or plagiarism exists, the assignment will receive no credit, the student has no opportunity to make up that work, and the deans will be notified.

In addition, any student who chooses to share his or her work with another will also lose credit. That credit will be lost even if the student claims to have no knowledge of the other person's using the original paper.

The Naperville Central Discipline Policy in the student handbook (the Redbook) states that cheating is a Classification #1 violation. Plagiarism is cheating. It is the act of using another person's ideas or expressions in your work without acknowledging the source. In other words, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else. Plagiarism is essentially theft - the stealing of someone else's intellectual property.

Research assignments require that you read extensively about a topic, gather information from valid and reliable sources, and document information from these sources in your essay to support your thesis statement.

Give credit to your sources. Using the guidelines established by the Modern Language Association (MLA), provide documentation for the following:

- charts, diagrams, graphs
- direct quotations
- examples and anecdotes
- paraphrased information
- statistics
- any information not considered common knowledge (If you find the same information in at least three sources, consider it common knowledge. You need to document common knowledge information only if you include a direct quotation.)

## Parenthetical Documentation

To document properly the sources you cite in your essay, you must 1) attach a Works Cited page and 2) indicate in the text itself exactly **what** you borrowed from each source and **where** you found the information in a source.

- **Print Sources**

The MLA Handbook for Writers of Research Papers explains that writers can document most easily by providing the author's name and the page reference in a parenthetical citation:

Because the astronauts throughout their lives willingly took risks, they "all were adventurers long before they became astronauts" (Gibbs 34).

With this acknowledgement, readers know they can find this direct quotation on page 34 in a source written by Gibbs. By turning to the Works Cited page, readers can find the complete documentation:

Gibbs, Nancy. "Seven Astronauts, One Fate." Time 10 Feb. 2003: 30-35.

This simple method of parenthetical documentation has two shortcomings: it does not explain the expertise of the speaker, nor does it indicate the reliability of the publication. If you wish to emphasize the speaker's expertise and/or the publication's reliability (many teachers require that you do so), then include more detail when you introduce borrowed information. (See below.)

- **Print Sources: Direct Quotations**

The first time you document a direct quotation, include the author's full name and expertise as well as the publication in the text itself:

Although unmanned space flights pose fewer risks to humans, Nancy Gibbs, journalist, writes in Time that "something would be lost as well, something brave and passionate," if the government refused to fund manned flights (33).

After you use a source once, you do not need to cite the publication again or repeat the author's full name. Instead, you can document by either using the author's last name to introduce the information or weaving the quote into your own writing:

Gibbs states, "Whatever their specialties, all [the astronauts] were teachers" (33).

Because the astronauts throughout their lives willingly took risks, they "all were adventurers long before they became astronauts" (Gibbs 34).

**Important:** If you include a direct quotation from someone who is not the author of the source, add "qtd. in" before the author's name in parentheses:

In honor of the Challenger crew, Columbia commander Rick Husband, unaware of his own fate, said, "They made the ultimate sacrifice, giving their lives to their country and mankind" (qtd. in Gibbs 33).

#### □ **Print Sources: Paraphrase**

If you paraphrase rather than include a direct quotation, follow the same guidelines with one exception: Do not enclose the borrowed information in quotation marks. The first time you introduce a source from which you paraphrased borrowed information, include the author, the author's expertise, and the publication:

Nancy Gibbs, journalist and writer for Time, believes that manned space travel, despite its many risks, offers intangible benefits that unmanned space travel cannot provide (33).

After the first reference to a source from which you paraphrased borrowed information, place the author's name in the text itself or in parentheses:

Though each astronaut fulfilled a specific role during the Columbia mission, Gibbs believes that all expanded human knowledge of disease, the environment, and human endurance (33).

or

Though each astronaut fulfilled a specific role during the Columbia mission, all expanded human knowledge of disease, the environment, and human endurance (Gibbs 33).

- **Electronic Sources**

You introduce the quoted or paraphrased information in the same way you do if you had found it in a print source. However, you do **not** include any page references for electronic sources.

**Example:** Although unmanned space flights pose fewer risks to humans, Nancy Gibbs, journalist, writes in Time that "something would be lost as well, something brave and passionate," if the government refused to fund manned flights.

**Example:** Though each astronaut fulfilled a specific role during the Columbia mission, all expanded human knowledge of disease, the environment, and human endurance (Gibbs).

**Example:** In honor of the Challenger crew, Columbia commander Rick Husband, unaware of his own fate, said, "They made the ultimate sacrifice, giving their lives to their country and mankind" (qtd. in Gibbs).

- **Unsigned/Anonymous Articles**

If you are quoting information from an article without an author, you cite the publication in text and place the title of the article (shortened) in parentheses. (In the following example the information comes from an online article entitled "Report: Photos Show Columbia Wing Damage," but in parentheses you can shorten the title to "Report.")

**Example:** Although most experts believe flaws in the shuttle itself explain the disaster, others believe, as CNN.com reveals, "a calamitous impact with a tiny meteorite" may be the cause ("Report").

If you are paraphrasing what the unnamed author(s) wrote, then follow the example above: Cite the publication in text, and place a shortened title in parentheses.

**Example:** According to CNN.com, NASA engineers cannot gain crucial information about the shuttle's condition during the launch because the cameras did not provide clear pictures ("Report").

If you are quoting someone the article quotes, introduce the speaker and his or her expertise in the text itself; place "qtd. in" plus the title of the article (shortened) in parentheses.

**Example:** According to CNN.com, even without clear pictures during the launch, NASA believes it will, in the words of NASA administrator Sean O'Keefe, "find the cause of the accident, correct the problems and return to safe flight" (qtd. in "Report").

- **Special Situations**

- ✓ If you make reference to an entire work, you do not need to provide any parenthetical information:

**Example:** Susan Faludi's Backlash: The Undeclared War against Women blames society for the alarming increase in eating disorders among the young.

- ✓ If you cite several pages from one source, include all the relevant page numbers:

**Example:** Patricia Hersch, author of A Tribe Apart: A Journey into the Heart of American Adolescence, believes that disinterested, distant parents trigger adolescent depression (311-324).

- ✓ If you cite two or more works by the same author, include the title in the parenthetical citation:

**Example:** When Mark Mathabane, who lived in one of South Africa's most notorious ghettos, decided to accept a tennis scholarship in America, he realized he "owed the duty to [his] race and country to use [his] life in a meaningful way" (Kaffir Boy 348).

**Example:** Florah, a product of apartheid South Africa, became one more victim of spousal abuse, her "dreams of matrimonial bliss . . . replaced by pain, anger, a sense of betrayal, self-doubt, and self-blame" (qtd. in Mathabane, African Women 41).

- ✓ If you cite more than one work in a parenthetical citation, separate the references with semicolons:

**Example:** While some experts believe the modeling industry bears blame for the alarming increase in eating disorders, others target doctors for society's obsession with weight, contending they prescribe diet pills indiscriminately (Faludi 203; Will 2F).

- ✓ Although you do not have to provide page references for electronic sources, some of these sources provide screen numbers, line numbers, or paragraph numbers instead of page references. You may include this information in parentheses. Following the author's name, add a comma and then "screen," "screens," "line," "lines," "par." or "pars." and the relevant number(s).

**Examples:** (Griffin, screens 3-4); (Griffin, lines 61-68); (Griffin, par. 5)

## Works Cited Page

- List all the sources you cite on a separate page, and place this page at the end of your essay. Type your last name and the page number in the upper right-hand corner, one half inch from the top of the page. Continue the page numbers from the text of your essay.
- Center the heading Works Cited (unpunctuated) on the page one inch down from the top. Double space between the heading and the first entry.
- Begin the first line of each entry at the left-hand margin, and indent subsequent lines one-half inch.
- Double space both within and between entries.
- List entries in alphabetical order according to author. Place unsigned articles according to the first word of the title, excluding "a," "an," and "the."
- Capitalize the first letter of all key words **even if a magazine or newspaper does not follow the rule.**
- Words (**including titles**) that would be italicized in print are underlined in research papers.

## Print Sources

- **A Book with One Author**

Mathabane, Mark. Kaffir Boy. New York: Signet, 1986.

- **A Second Book by the Same Author**

Mathabane, Mark. Kaffir Boy. New York: Signet, 1986.

---. Kaffir Boy in America: An Encounter with Apartheid. New York: Scribner's, 1989.

Do not use three hyphens for an author who has two or more works listed on the Works Cited page when one work is written in collaboration with someone else. The three hyphens always stand for exactly the same name(s) in the directly preceding entry.

- **A Book by Two or More Authors**

Mathabane, Mark, and Gail Mathabane. Love in Black and White. New York: Harper, 1992.

With more than three authors, list only the first author's name and add et al., which means "and others" (Mathabane, Mark, et al.), or list all names in the order they appear on the title page.

- **A Book by a Corporate Author**

Public Agenda Foundation. The Health Care Crisis: Containing Costs, Expanding Coverage.  
New York: McGraw, 1992.

- **An Anthology**

Perlstein, Jill S., ed. Out of the Mold. Tarrytown, NY: American Booksellers, 1997.

- **A Work in an Anthology**

Tan, Amy. "Required Reading and Other Dangerous Subjects." Out of the Mold. Ed. Jill S. Perlstein. Tarrytown, NY: American Booksellers, 1997. 133-148.

- **A Multivolume Work**

Doyle, Arthur Conan. The Oxford Sherlock Holmes. Ed. Owen Dudley Edwards. 9 vols.  
New York: Oxford UP, 1993.

**Note:** All nine volumes were published in the same year.

Crane, Stephen. The University of Virginia Edition of the Works of Stephen Crane. Ed. Fredson Bowers. 10 vols. Charlottesville: UP of Virginia, 1969-76.

**Note:** These ten volumes were published over a period of years.

- **An Edition**

Shakespeare, William. The Tempest. Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1994.

- **A Translation**

Homer. The Odyssey. Trans. George Herbert Palmer. Ed. Susan L. Rattiner. Mineola, NY: Dover, 1999.

- **A Book Published in a Second or Subsequent Edition**

Murray, Donald M. Write to Learn. 5<sup>th</sup> ed. Fort Worth: Harcourt, 1996.

- **A Pamphlet**

Best Museums: New York City. New York: Trip Builder, 1993.

- **An Article in a Scholarly Journal with Continuous Pagination**

White, Sabina, and Andrew Winzelberg. "Laughter and Stress." Humor 5 (1992): 343-55.

- **An Article in a a Scholarly Journal that Pages Each Issue Separately**

Albada, Kelly F. "The Public and Private Dialogue about the American Family on Television." Journal of Communication 50.4 (2000): 79-110.

- **An Article in a Magazine**

Gibbs, Nancy. "A Week in the Life of a High School." Time 25 Oct. 1999: 67-103.

- **An Unsigned/Anonymous Article**

"Dubious Venture." Time 3 Jan. 1994: 64-65.

- **An Article in a Newspaper**

Zoloth, Laurie. "A New Star in the Sky." Chicago Tribune 9 Feb. 2003, sec. 2: 1-9.

- **An Article in a Reference Book**

"Apartheid." Encyclopedia Americana. 1990 ed.

- **A Review**

Updike, John. "No Brakes." Rev. of Sinclair Lewis: Rebel from Main Street, by Richard Lingeman. New Yorker 4 Feb. 2002: 77-80.

- **An Editorial**

Gergen, David. "A Question of Values." Editorial. US News and World Report 11 Feb. 2002: 72.

- **A Letter to the Editor**

Safer, Morley. Letter. New York Times 31 Oct. 1993, late ed., sec. 2: 4.

## Nonprint Sources

- **A Music Video or a Television Program**

Springsteen, Bruce. "Dancing in the Dark." Born in the USA. Columbia, 1984. Music video.  
Dir. Brian De Palma. VH1. 10 May 2002.

"Yes . . . but Is It Art?" Narr. Morley Safer. Sixty Minutes. CBS. WCBS, New York. 19 Sept. 1993.

- **A Film**

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

Like Water for Chocolate [Como agua para chocolate]. Screenplay by Laura Esquivel. Dir. Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne. Miramax, 1993.

- **An Interview**

Amberger, Robin. Personal interview. 25 Jan. 2000.

Mathabane, Mark. "Taking the Measure of American Racism." Interview with Bruce W. Nelan. Time 12 Nov. 1990: 16-18.

Wiesel, Elie. Interview with Ted Koppel. Nightline. ABC. WABC, New York. 18 Apr. 2002.

## Electronic Sources

*The following information is to be included for electronic sources.*

- *Last and first name of author(s)*
- *Title of article, in quotation marks*
- *Print information for the article (name of journal, underlined; date and pages, if the full range of pages is given online), or the starting page followed by a hyphen, space, and period (for example, 32-.)*
- *Name of the database (underlined)*
- *Name of the service providing the database*
- *Name of the library system (add city and state if necessary)*
- *The URL of the document only if it is persistent and not impossibly long, otherwise the URL of the search page or home page---or no URL at all*
- *A period at the end*

- **A Work from a Library Subscription Service (e.g., Electric Library, Opposing Viewpoints, ProQuest)**

Easterbrook, Gregg. "The Space Shuttle Must Be Stopped: It's Costly, Outmoded,

Impractical and, as We've Learned Again, Deadly." Time 10 Feb. 2003: 46- .

Opposing Viewpoints Resource Center. InfoTrac. Naperville Central High School

LRC, Naperville, IL. 11 Feb. 2003 <<http://www.galegroup.com/>>.

Mestel, Rosie, and Usha Lee McFarling. "The Columbia Disaster: Uncertain Science in

Orbit; Some Say the Advances Developed above Earth Aren't Worth the Steep Toll

in Lives and Money." Los Angeles Times 5 Feb. 2003: A1- . ProQuest. Naperville

Central High School LRC, Naperville, IL. 7 Feb. 2003 <[http://proquest.umi.com/](http://proquest.umi.com/pqdweb/)

[pqdweb/](http://proquest.umi.com/pqdweb/)>.

- **A work from a database. This example shows documentation of a photograph.**

**Please note the inclusion of the actual assigned number for the photograph, not**

**the descriptive title.**

Jordan, David. 7267630 (005VY). Photograph. 2004. Associated Press AP. 4 May

2004. AccuNet/AP Multimedia Archive. AccuWeather. 17 Jan. 2006

<<http://gttoL..ao,accuweather.com/>>.

- **A Work from an Online Encyclopedia**

"Fresco Painting." Encyclopaedia Britannica Online. 2002. Encyclopaedia Britannica. 8

May 2002 <<http://search.eb.com/>>.

- **An Article from an Online Newswire or Newspaper**

For online journals or newsletters or magazines, add date of access to the entry in addition to publication year or date.

"City Profile: San Francisco." CNN.com. 2002. Cable News Network. 14 May 2002

<<http://www.cnn.com/TRAVEL/atevo/city/SanFrancisco/intro.html>>.

Recer, Paul. "NASA Analyzing Military Photos of Columbia." Chicago Tribune Online 7 Feb.

2003. 10 Feb. 2003 <[http://www.chicagotribune.com/news/nationworld/](http://www.chicagotribune.com/news/nationworld/sns-shuttle,1,7027503.story?coll=chi%2Dnews%2Dhed)

[sns-shuttle,1,7027503.story?coll=chi%2Dnews%2Dhed](http://www.chicagotribune.com/news/nationworld/sns-shuttle,1,7027503.story?coll=chi%2Dnews%2Dhed)>.

- **An Article in an Online Magazine**

Kluger, Jeffrey. "What Went Wrong with Columbia?" Time 1 Feb. 2003. 7 Feb. 2003

<[www.time.com/time/magazine/printout/0,8816,418516,00.html](http://www.time.com/time/magazine/printout/0,8816,418516,00.html)>.

- **Information from a Professional Site**

"NASA Updates Columbia Accident Investigation." National Aeronautics and Space Administration. 7 February 2003

<[http://www.nasa.gov/HP\\_news\\_03057\\_bb\\_030206.html](http://www.nasa.gov/HP_news_03057_bb_030206.html)>.

"Reebok International Ltd." Hoover's Online. 2002. Hoover's, Inc. 19 June 2002

<<http://www.hoovers.com/co/capsule/6/0,2163,11266,00.html>>.

- **A Personal Web page**

*If a personal Web page has a title, supply it, underlined. Otherwise, use the designation, "Home page."*

Williams, John. Home page. 2 Dec. 2003. 12 Jan. 2004

<[http://www.naperville203.org/Web Design/jwilliams.html](http://www.naperville203.org/Web%20Design/jwilliams.html)>

- **An E-Mail Communication**

Boyle, Anthony T. "Re: Utopia." E-mail to Daniel J. Cahill. 21 June 1997.

Harner, James L. E-mail to the author. 20 Aug. 2002.

## Format

**ALERT:** Double space lines in the heading, between the heading and the title, between the title and the first line, and in the body of the essay.

Do not justify the right hand margin.

1" (top margin)

1" (left margin)

Matthew Weir

1" Mrs. Torsberg

Weighted Essay Writing

01 May 2003

Manipulative Media

During a live telecast of ABC News Chicago, the producers scrambled to cut, add, and change stories; in some cases they did so only three minutes before the

1" (right margin)

Weir 1 (top right margin)

- ✓ For subsequent pages maintain the one-inch margin, but repeat your last name and the page number (without a comma separating the two) one-half inch from the top of the page.
- ✓ When you omit words from a direct quotation, provide ellipsis points, or three spaced periods, to indicate the omission.

- ✓ Use brackets to mark any changes or additions you make to a direct quotation. For direct quotations over four lines, follow these instructions:
  - Double space between the text and the quotation;
  - Double space within the quotation;
  - Indent one inch from the left margin but do not alter the right margin;
  - Introduce the quotation with a complete sentence followed by a colon;
  - Omit quotation marks;
  - Place the parenthetical citation **after** the last punctuation mark of the quote.

## Literary Analysis Requirements

- Write in **present tense** (unless you refer to events occurring before the story line begins - then use past tense) and in **third person**.
- Identify characters and settings the first time you introduce them; explain relationships between characters.
- Italicize titles of plays, novels, and films; place quotation marks around titles of poems and short stories.
- Prepare the reader for every direct quotation without retelling the plot, and follow a direct quotation with analysis of the quotation.
- Blend/weave a direct quotation into your own writing.
- Document direct quotations correctly by placing the page number (or the act, scene, and line numbers) in parentheses at the end of the sentence, after the closing quotation mark (or last word), and before the period.
  - ✓ If what you are quoting ends with a question mark or an exclamation point, include this mark of punctuation before the closing quotation mark, but place a period after the closing parenthesis as well.
  - ✓ When you weave a direct quotation into your writing (without using any type of tag), punctuate as though the words were your own.

- ✓ Leave a space between the closing quotation mark (or the last word in the sentence) and the opening parenthesis.
- Mark all changes in direct quotations with ellipses and brackets.