# <u>Style Guide</u>

## Daily Homework Assignments

***All homework papers are to have the following heading:***

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\#
*First and Last name*
*Date homework is due*
*Class title and grade number*
*Assignment (including page numbers)*

- All homework is to be written in cursive unless otherwise specified by the teacher
- Homework is due in subject boxes in each teacher's room by 8:30 a.m. (work placed in the wrong box or mislabeled may be considered late)
- All questions are to be answered in complete sentences
- Points will be taken off for incomplete sentences, spelling, punctuation, and grammatical errors, as well as incorrect or incomplete information
- Math homework will be completed in pencil only, with the work for all problems shown

## Research papers

Research papers at Trinity Lutheran School will be written in the MLA format. See directions and details given below. If you have any questions, see your teacher.

### Page Format

1. Use double-spacing throughout
2. Use a standard typeface such as Arial, Times New Roman, or Garamond in size 12 font
3. Leave margins of one inch at the top and bottom and on both sides of the text
4. Indent the first word of a paragraph one-half inch from the left margin (using the tab key)
5. Number pages in the upper right-hand corner, one half inch from the top and flush with the right margin.
6. Sources will be cited using parenthetical documentation

### Title Page

1. The title page should include the title of the paper, author's name, teacher's name, course title, and date.
2. Center all text in the middle of the page
3. Title should appear approximately 1/3 to 1/2 down the page
4. Author's name should be 2" below the title
5. Instructor and course information should be 2" below the author
6. Use a standard typeface such as Arial, Times New Roman, or Garamond, size 12 font

# Guidelines for Parenthetical Documentation

I.  **Definition:** The writer of a paper must give credit to the source of information.  Immediately after the information, place parentheses around the first word from the citation of the source and the page number or media format of the source (CD-ROM, internet, and so forth).  The sentence period comes *after* the parentheses.

   **Three Examples:  (Dickens 22).**     **(Morris Internet).**     **(Hemingway CD-ROM).**

*Parenthetical Documentation for Non-electronic Sources (Books, Encyclopedias, Magazines)*

**A.  Works by one author:**

    1.  Give the author's last name in parentheses at the end of the sentence or quote, followed by the page numbers.  End punctuation for that sentence goes <u>after</u> the final parentheses.

        **Example:** "The President never fully recovered from this verbal attack" (Azerrad and Chance 44-45).

        **Example:** Alfred Tennyson was born in England in 1809, the son of a minister in the Anglican Church (Brown 53).

    2.  If you mention the author's name in the sentence, you need only to provide the page number of the work in the parenthetical documentation.

        **Example:**  According to Robert Brown, Alfred Tennyson was born in England in 1809, the son of a minister in the Anglican Church (53).

**B.  Works with no author listed (non-electronic and electronic sources):**

    1.  When citing an article that does not identify the author, use the title of the work or a shortened version of it.  Use at least the first two words of the article title.
        **Example:**  Purchasing a lottery ticket in by far the worst investment ("Why Do" 22-25).

**C.  Two works by the same author:**

    1.  If you use more than one work (book, magazine, online source, etc.) by the same author, give the title or a shortened version, after the author's last name.
        **Example:**  The Internet has proven to be an invaluable resource (Levine, <u>Research Today</u> 38).

The biggest frustration of using the Internet is learning how to efficiently find things (Levine, "How to" 12).

**D.  Two works cited at the same place:**

    1.  If you use more than one source to support a point, use a semicolon to separate entries.

        **Example:**  Trinity Lutheran School classes follow the standards outlines by the <u>MLA Handbook for Writing Research Papers</u> (Fowls Interview; Linn Interview).

    2.  The citations for this example would be written as follows on the Works Cited page:

        Fowls, Robert.  Personal Interview.  18 September 2003.

        Linn, Darla.  Personal Interview.  16 September 2003.

**III.  Electronic Sources – CD-ROM, Internet**

**A.  Citing from a CD-ROM (Grolier Encyclopedia, Encarta, etc.)**

    1.  Follow the same rules as given above, but note the difference in how page numbers are treated:

        **Example:**  Cartoon history is perhaps one of the best ways to understand the mindset of a particular generation (Marshall CD-ROM).

**B.  General Internet Sites**

    1.  Online (WWW, AOL, etc.)  Follow the same rules, only using the author's last name (if provided) followed by the word "Internet".

        **Example:**  Fibromyalgia Syndrome (FMS) occurs when aching muscle pain is accompanied by pain produced when pressure is applied to certain specific body areas (Chaitow Internet).

## Bibliographies

**TIPS:**  In any source, if the first required item (usually the author) is not listed, start the entry with the next required item (usually the title).

Always follow the punctuation, underlining, and spacing as shown in the following examples.

On any citation, if there are more than three authors or editors, list only the first followed by et al (meaning *and others*).

Example:  Smith, Robert, et al.

Put a colon ( : ) between titles and subtitles and always follow a colon
or period with two spaces.

All entries should be organized in alphabetical order by the first word in the entry.

## WORK BY A SINGLE AUTHOR

<u>Structure</u>
Author (Last Name, First Name).  <u>Title</u>.  Place of publication:  Publisher, copyright
date.
<u>Example</u>
Ridley, Matt.  <u>Genome:  The Autobiography of a Species in 23 Chapters</u>.  New
York:  HarperCollins, 1999.

## WORK BY TWO OR THREE AUTHORS
**(USE COMMAS TO SEPARATE NAMES)**

<u>Structure</u>
First Author (Last Name, First Name), and Second Author (First Name, Last Name).
<u>Title</u>.  Place of publication:  Publisher, copyright date.
<u>Example</u>
Poe, Elizabeth L. and Joan M. Coles.  <u>Emily Post's Teen Etiquette</u>.  New York:
Harper, 1995.

## WORK BY A SINGLE EDITOR

<u>Structure</u>
Editor (Last Name, First Name), ed.  <u>Title</u>.  Place of Publication:  Publisher,
copyright date.
<u>Example</u>
Dugan, Patrick, ed.  <u>Wetlands in Danger</u>.  New York:  University Press, 1998.

## BOOK ENCYCLOPEDIAS

<u>Structure</u>
Author of Article (Last Name, First Name).  "Article Title."  <u>Name of Encyclopedia</u>.
Edition Year.
<u>Example</u>
Lyon, Bryce.  "Middle Ages."  <u>World Book Encyclopedia</u>.  1996 ed.

## CD-ROM ENCYCLOPEDIA

<u>Structure</u>
Article Author (Last Name, First Name).  "Article Title."  <u>Name of CD-ROM</u>
<u>Encyclopedia</u>.  CD-ROM.  Publisher.   Copyright date.
<u>Example</u>
Clark, Ellen.  "Space Program."  <u>Grolier Electronic Encyclopedia</u>.  CD-ROM.
Grolier.  2000.


## DICTIONARIES AND ALMANACS

<u>Structure</u>
"Word or section title."  <u>Title of Source</u>.  Place of Publication:  Publisher, copyright
date.
<u>Example</u>
"Pneumonoultramicroscopicsilicovolcanokoniosis."  <u>Webster's Third New International</u>
<u>Dictionary of the English Language</u>.  Springfield, MA:  G & C Merriam, 1961.

## MAGAZINES (HARD COPY OR MICROFICHE)

<u>Structure</u>
Article Author (Last Name, First Name).   "Article Title."  <u>Magazine Title</u>.  Issue
Date:  page number(s) of article.
<u>Example</u>
Nathanson, Laura.  "Cootie Control:  How to Kill the Dreaded and Incredibly
Common Head Lice."  <u>Parents</u>.  Oct. 1997:  47-48, 52-53.

## NEWSPAPERS

<u>Structure</u>
Article Author (Last Name, First Name).  "Newspaper Article Title."  <u>Newspaper</u>
Issue Date:  page number(s) of article.
<u>Example</u>
Lee, Greg.  "Standout Athlete Ineligible to Play at Lake City."  <u>Spokesman Review</u>
31 Aug. 1994:  C1.

**INTERVIEWS**

Structure
Name of person being interviewed (Last Name, First Name).  Interview format
  (telephone, personal, etc.).  Date of interview.
Example
Karlberg, Ron.  Telephone Interview.  14 May 1999.

**INTERNET - WORLD WIDE WEB**

Structure

Author (Last Name, First Name).  Title of Web Page.  [Online]

  <URL of specific site> date of download.

Example

DiStefano, Vince.  Guidelines for Better Writing.

<http://usa.coldwar.server.gov/index.cold.war/countries/former.soviet.block/G/ger

many.html>