


**Oh Help and Bother!
It's Almost Due!**

FINAL INSTRUCTIONS IN THE
PREPARATION OF THE RESEARCH
PAPER

MLA Update 2009

2009 changes in MLA:

- No more Underlining; use italics
- Identify Publication Medium (e.g. Print, Web, etc.)
- New Abbreviations (e.g. "N.p." for "no publisher given"); n. pag. for no page



Building The First Page

MLA style does not require a title page; on the first page of the text, in the upper left, Put the following:

Your name
Instructor's name
Course
Date

[Then add the Title]
A Mandate for Health: Preserving
Frogs in the Amazon Rain Forest

Sample First Page (Double space Throughout)

Schwartz 1

Estrella Schwartz
Professor Work Hardy
English 2010
11 November 2009

Winning on a Budget

The Dixie State girls soccer team has had unusually successful seasons in recent years. During some of those years, the coach, Linda Huddleston, was paid one dollar per year.

Format: General Guidelines

- Type on white 8.5" x 11" paper
- Double-space everything
- Use 12 pt. Times New Roman font (or similar font)
- Leave only one space after punctuation
- Set all margins to 1 inch on all sides
- Indent the first line of paragraphs one half-inch

Format for the Text and Works Cited Pages

- Read the instructions in the Research Paper Guide
- Save a copy of your paper (**often**) on a disk (or on 2 disks, e.g., hard drive and thumb drive), or e-mail a copy to yourself occasionally
- Set a header at the top right of the first page, using your last name and the page number.

Internal Documentation

- Use parenthetical documentation (Jaworsky 16). (Note: no comma between author and page)
- Generally place the period after the parentheses (Smith 1).
- Long quotes of more than 50 words:
 - Indent 10 spaces (Hit indent twice)
 - Double-space
 - Omit quotation marks
 - **Period precedes parentheses**



Integrating source data into your own writing

Don't fill your essay with big chunks of quotes, dropped in without introductions and without analysis at the end.

Don't just "cut and paste," ending many paragraphs with parenthetical documentation.

Do use tags (signal phrases) to introduce your source, the qualifications of the source, and the context of the data.

Integrating source data into your own writing-2

Do paraphrase or summarize wherever possible, making the essay reflect your own writing style.

Do make clear how source data relates to your thesis and surrounding data.

Avoiding Plagiarism

The rule is simple: **cite data which you get from other sources**; it matters not whether you summarize, paraphrase or quote the data.

Put verbatim data [3 words or more] inside quotation marks.

****Rule: When in doubt, cite it.**

Guide to Works Cited

- Use your last name and the page as a header in the upper right corner.
- Alphabetize entries by last name (or, if none, by title).
- Use default 1 inch margins (R, L, T, B)
- Use reverse(hanging) indentation for each new entry.
- Double space everywhere.
- Make sure to use left justification.

Guide to Works Cited: Getting Rid of Hyperlinks

Word 2003: Tools: Autocorrect: Autoformat as you type
Uncheck "Internet and Network paths with hyperlink"

Word 2007: Click on the Ribbon (top left): Word Options: Proofing: Autocorrect Options: Autoformat: Uncheck the box before Internet and Network Paths

Corel WordPerfect: Right click immediately after the hyperlink;
Click on "Reveal Codes"; Find "hyperlink" and delete it.

Reber 30

Works Cited [Not Annotated]

Australian Government NHMRC. "Research Involving Persons Highly Dependent on Medical Care." *National Statement on Ethical Conduct in Research Involving Humans*. NHMRC, 29 June 2005. Web. 29 June 2005.

Molyneux, Dr. David. "How to Make Informed Consent Work in Practice." *Pulse* 3 Mar. 2003. *LexisNexis*. Web. 22 July 2003.

Nuland, Sherwin B. *How We Die: Reflections on Life's Final Chapter*. New York: Vintage, 1995. Print.

Talk of the Nation. National Public Radio. KUER, Salt Lake City. 14 July 2003. Radio.

Annotated Works Cited

de Unamuno, Miguel. *Tragic Sense of Life*. New York: Dover, 1954. Print. The author stresses the shared experience of suffering that all humans have. He suggests the world might be a better place if we would all go out into the streets and weep for our one, shared human grief. Since my thesis is that literature lets us understand our own experience, his thesis that we must understand and share each other's grief will be relevant.

Pagination

Word 2003: View: Headers and Footers: First Page Header: [Control R] [Last name] [space] [# icon]

Word 2007: Insert: Page Number: Top of Page: choose Plain number 3: type your last name and hit the space bar before the page number: Click on Close Header and Footer (Top right)

- ### Preparing the Paper to Hand in
- Fasten the essay with a **paper clip** (no staples or folders)
 - Keep a backup copy
 - **Hand in two copies (unless you do not wish others to see your essay)**
 - Start early: computers sometimes don't work as you wish
 - Make it a great paper (and 9-12 pages)

Research Paper Grading Sheet

Name: _____

Comments on style:

MLA Style: _____/50 Research Points _____ 50

Total Research and Style: _____ 100 points

Comments on the essay

Points for the essay _____/100 points