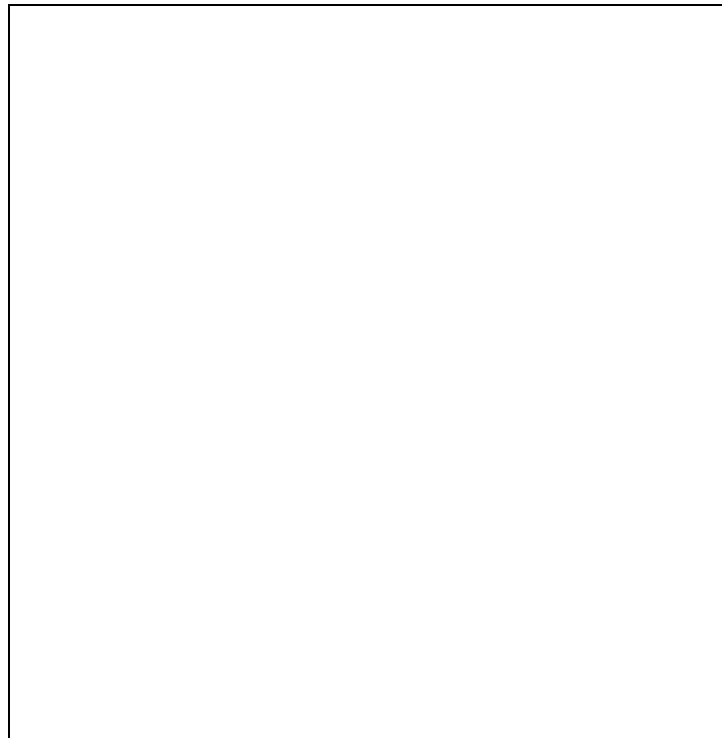


UNION TOWNSHIP STYLE MANUAL



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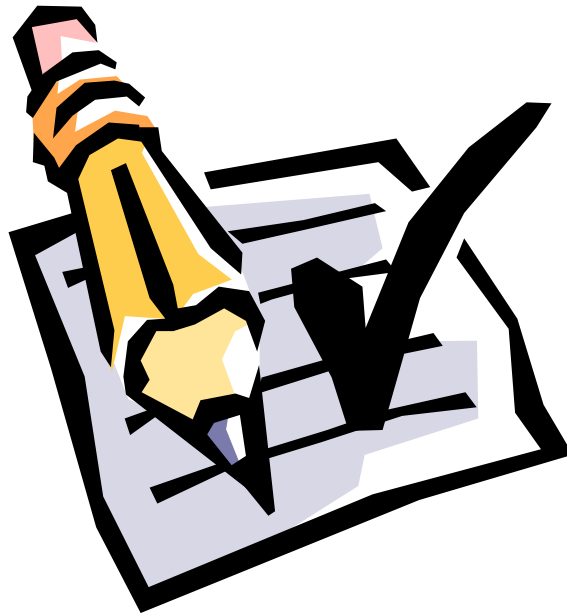
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INTRODUCTION

This manual is designed as a style guide for bib cards and the works-cited page for students in the Union Township Public Middle Schools. Its purpose is to establish continuity and consistency in the research process as students progress through the secondary level.

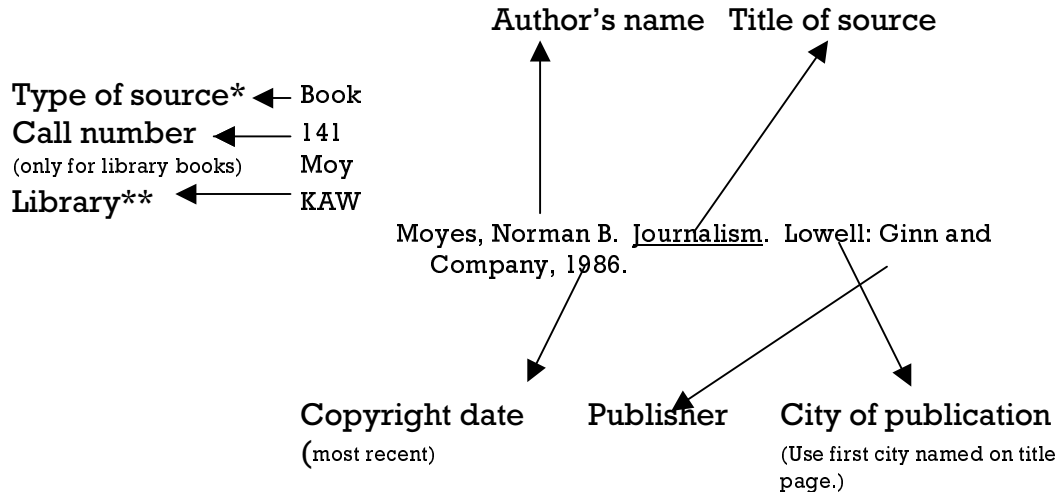
The forms used were compiled from MLA Handbook for Writers of Research Papers, 6th ed. with some minor changes to ensure clarity, thoroughness, and ease in the presentation of the necessary information. The manual can serve as a guide throughout years of advanced educational training.



WORKS-CITED REMINDERS

1. A works-cited page is an alphabetical list of the sources used to write a research paper.
2. The author, title, and publication information **MUST** come from the title page or *reverse side* of the title page of the source.
3. If the author's name includes *junior* or *senior*, follow this format:
Last name of author, first name of author, Jr. (Example: Rust, Arthur, Jr.)
4. If more than one city of publication is listed, select the **first city listed**.
5. If more than one publication or copyright date is given, select the **most recent one**.
6. If no copyright date is given, use the abbreviation **n.d.** (no date given).
7. If no place of publication is given, use the abbreviation **n.p.** (no place of publication given) **before** the colon.
8. If no publisher is given, use **n.p.** (no publisher given) **after** the colon.
9. Do not number the works-cited entries in the final paper.
10. Start the first line of each entry at the margin; do not indent the first line. When additional lines are required to complete the entry, start typing $\frac{1}{2}$ " from the margin (five spaces) on the second and additional lines in an entry.
11. Double space within an entry and between entries.
12. Do **not** include the call numbers of your sources on the works-cited page of your research paper.
13. Type Works Cited **centered**, and **one inch down from the top of the page**. **Double-space** between the title and the first entry.
14. Number the works-cited page using the next number of your paper and put the correct page number in the upper right-hand corner, half an inch from the top of the page and flush with the right margin.
15. If the works-cited page continues to a second page, do **not** type the title again.

SAMPLE CARD FOR WORKS-CITED PAGE



Student should neatly write his/her name and teacher's name and period on the back of each card.

***List types of sources as:**

Type of source

- Book
- General Encyclopedia
- Special Encyclopedia
- Pamphlet (Vertical File)
- Magazine
- Newspaper
- CD-ROM
- Internet
- Reference Book (almanac, single volume encyclopedia, dictionary, etc.)

Abbreviation

- Book
- Gen. Enc.
- Spec. Enc.
- Pamp.
- Mag.
- News
- CD-ROM
- Internet
- Ref. Book

**** List libraries as:**

- | | |
|----------------------|-------|
| Burnet | BUR |
| Kawameeh | KAW |
| Union Public Library | UPL |
| Vauxhall | VXHL |
| Union High School | UHS |
| Personal | PERS. |

EXAMPLES OF WORKS-CITED ENTRIES

BOOKS/PAMPHLETS

ONE AUTHOR

Author's last name, author's first name. Title of book. City of publication:
Publisher, Publication or Copyright date.

EXAMPLE:

Reynolds, Michael S. The Sun Also Rises: A Novel of the Twenties. Boston:
Twayne Publishers, 1988.

BOOKS/PAMPHLETS

TWO OR THREE AUTHORS

First author's last name, first author's first name, **and** second/third author's
first and then last name as written on the page. Title of book. City of
publication: Publisher, Publication or Copyright date.

EXAMPLE:

Johnson, David, and James Clark. Ernest Hemingway. New York: Charles
Scribner's Sons, 1985.

Grossberg, Lawrence, Cary Nelson, and Paula A. Treichler. Cultural Studies.
New York: Routledge, 1992.

BOOKS/PAMPHLETS

MORE THAN THREE AUTHORS

First author's last name, first author's first name, et al. Title of book. City of
publication: Publisher, Publication or Copyright date.

EXAMPLE:

Evans, Mary, et al. Ernest Hemingway. New York: Houghton Mifflin, 1985.

BOOKS/PAMPHLETS
EDITOR, NO AUTHOR

Editor's last name, editor's first name, ed. Title of book. City of publication:
Publisher, Publication or Copyright date.

EXAMPLE:

Green, Michael, ed. Hemingway. Boston: Prentice-Hall, Inc., 1991.

SIGNED ENCYCLOPEDIA ARTICLES (The author's name usually appears at the end of the article.)

Author's last name, author's first name. "Entry Title." Title of Encyclopedia.
Edition.

EXAMPLE:

Young, Philip. "Hemingway, Ernest." The New Encyclopedia Britannica.
1980 ed.

*If it is not a well known encyclopedia, add place of publication: publisher,
copyright.*

UNSIGNED ENCYCLOPEDIA ARTICLES

"Entry title." Title of Encyclopedia. Edition.

EXAMPLE:

"Hemingway, Ernest." The New Grolier Encyclopedia. 1990 ed.

SIGNED MAGAZINE ARTICLES

Author's last name, author's first name. "Title of article." Magazine title Date
of issue: Page number(s).

EXAMPLE:

McDonnell, T.P. "Hemingway Reconsidered." National Review 20 May 1985:
46-48.

UNSIGNED MAGAZINE ARTICLES

“Title of article.” Magazine title Date of issue: Page number(s).

EXAMPLE:

“The Big Score.” Newsweek 6 September 1999: 46-51.

SIGNED NEWSPAPER ARTICLES

Author’s last name, author’s first name. “Title of article.” Newspaper title
Date of issue, edition (if there is one): Section and Page number(s).

EXAMPLE:

Mellow, James R. “A Life Without Consequences.” New York Times
2 November 2002, late ed.: C5+.

UNSIGNED NEWSPAPER ARTICLES

“Title of article.” Newspaper title Date of issue, edition (if there is one):
Section and Page number(s).

EXAMPLE:

“Hemingway Immortalizes San Fermin.” Washington Post 15 July 1977: D23.

ALMANACS

“Title of entry.” Title of almanac year. City of publication: Publisher,
Publication or Copyright date.

EXAMPLE:

“Noted Personalities—Writers.” The World Almanac 1994. Mahwah: Funk
and Wagnalls Corporation, 1993.

INTERVIEWS

Last name of person interviewed, first name of person. Type of interview.
Date of interview.

EXAMPLE:

Johnson, Robert L. Telephone interview. 25 October 1995.

Lindstrom, Pia. Personal interview. 29 October 1995.

Rowling, J.K. E-mail interview. 8 May 2002.

POLLS

Last name of person taking poll, first name of person. Title of poll. City poll
taken: Date of poll.

EXAMPLE:

Smith, Jane. The Popularity of Hemingway's Work. Union: 26 September
1995.

CD-ROMS (ENCYCLOPEDIAS)

Author's last name, first name. "Entry title." Title of publication. CD-ROM. If
available, edition or version. City of publication: Publisher,
Publication or Copyright date.

EXAMPLE:

Smith, John. "Hemingway, Ernest." Grolier Multimedia Encyclopedia.
CD-ROM. Ver. 3.0. Danbury: Grolier Electronic Publishing, 1998.

ONLINE SOURCES

Author's last name, first name. "Title of the document." Title of complete
work or site. Date of publication. Publisher. Date accessed Address of
website.

EXAMPLE:

Lynch, Tom. "DSN Trials and Tribble-ations Review." Psi Phi: Bradley's
Fiction Club. 1996. Bradley University. 8 October 1997
www.bradley.edu/campus.org/psiphi/DS9.

ONLINE (MAGAZINES)

Author's last name, first name. "Title of article." Title of magazine Volume. Date of issue: Pages. Periodical index. Date accessed Address of website.

EXAMPLE:

Lefevre, Lori. "Hunting with Hemingway." Media Week 9. 3 August 1999: 37. EBSCO. 15 October 1999 <http://www.epnet.com/ehost/login.html>.

ONLINE (NEWSPAPERS)

Author's last name, first name. "Title of article." Title of newspaper Date. Newspaper index. Date accessed Address of website.

EXAMPLE:

Klinkenborg, Verlyn. "Hemingway and the Drama of the Writer's Self." New York Times 21 July 1999. EBSCO. 20 October 1999 <http://www.epnet.com/ehost/login.html>.

E-MAIL

Author's name (if known) or author's e-mail name (the portion of e-mail address preceding the @ sign). "Subject line of the Posting." Person to whom emailed. Date of message.

EXAMPLE:

Marosy, John. "Hemingway's Style." E-mail to John Doe. 3 January 1999.

Works Cited

- Evans, Mary, et al. Ernest Hemingway. New York: Houghton Mifflin, 1985.
- Green, Michael, ed. Hemingway. Boston: Prentice-Hall, Inc., 1991.
- "Hemingway, Ernest." The New Grolier Encyclopedia. 1990 ed.
- "Hemingway Immortalizes San Fermin." Washington Post 15 July 1977: D23.
- Johnson, David, and James Clark. Ernest Hemingway. New York: Charles Scribner's Sons, 1985.
- Lefevre, Lori. "Hunting with Hemingway." Media Week 9. 3 August 1999: 37. EBSCO. 15 October 1999 <http://www.epnet.com/ehost/login.html>.
- Lynch, Tom. "DSN Trials and Tribble-ations Review." Psi Phi: Bradley's Fiction Club. 1996. Bradley University. 8 October 1997 www.bradley.edu/campus.org/psiphi/DS9.
- McDonnell, T.P. "Hemingway Reconsidered." National Review 20 May 1985: 46-48.
- Mellow, James R. "A Life Without Consequences." New York Times 2 November 2002, late ed.: C5+.
- Reynolds, Michael S. The Sun Also Rises: A Novel of the Twenties. Boston: Twayne Publishers, 1988.
- Young, Philip. "Hemingway, Ernest." The New Encyclopedia Britannica. 1980 ed.

PLAGIARISM

According to Webster's Third New International Dictionary, plagiarism is "stealing and passing off as one's own" someone else's work. Plagiarism takes place when a person:

- Directly copies another person's work from a book, magazine, internet or any other source and hands it in as his/her own.
- Cuts and pastes information into a document from websites.
- Uses someone's exact words or ideas and does not properly cite them.

Plagiarism is a form of dishonesty.

Tips for avoiding plagiarism:

1. When taking notes, use your own words.
2. Read a source and record the main ideas in your own words on a note card.
3. Record your sources on a citation sheet, and write the source used for each note card on that card.
4. Direct quotes should have quotation marks around them and a note indicating the source from which they came.

NOTES