GHS's Gold Standard

A **Quick Reference Guide** for **MLA documentation** for any and all GHS assignments.

Required Formatting for __All__ Writing Assignments

(…unless your teacher tells you otherwise!)

- **Use 12-point Times New Roman, __double-spaced.__**
- **MLA Heading**: Place your name in the upper left-hand corner of the first page (where **GHS's Gold** …appears). Put your instructor's name beneath your name. Type the course title on the third line. Type the date on the last line. **All lines start on the left margin.**
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of a paragraph five spaces from the left margin.
- Create a header for the upper right hand corner (one-half inch from the top) that includes only your last name and each page number consecutively. (See top right corner.)

__Avoid PLAGIARISM__! **Plagiarism** is the use of a source's words and/or ideas (even when paraphrased into your own words) without giving credit to the source in the text or in a citation. **Documenting sources** is the way writers give credit to those whose ideas, thoughts, words, and opinions they use. Documenting also makes it possible for the reader to consult the sources cited in the writer's paper. Therefore, the responsible researcher and writer documents carefully. Inaccurate, inadequate or missing documentation may be considered **plagiarism.**

Terms to Know! Don't confuse them---especially "entry" and "citation."

A **Works Cited** page goes on a separate page at the end of your research paper and will have a 1-3 line **entry** (see models!) for each research **source** used in your paper. A **bibliography** is similar in that it looks just like a Works Cited page, but it holds __all__ works *consulted*---including ones you have __not__ cited in a paper/project.)

- Center the words **Works Cited** (or **Bibliography**) at the top of the page.
- Use 1" margins.
- Double-space all entries evenly. __Do not put extra spaces __between entries.
- Place source entries in alphabetical order.
- __Indent__ **every line of an entry** __after the first line__ **of the entry.** The first line of each entry starts at the left margin so that the alphabetized first words/names actually stick out for the reader.

Citations are the parenthetical notations *within the text of a paper* to show what source you have __just__ used or quoted; cite the source in that same sentence---before you even type the period (like this). Normally, the parenthetical citation has the author's last name and a page number.

MLA Works Cited Models
(MLA = Modern Language Association)

MODEL #1 -- BOOK WITH ONE AUTHOR:

McCarthy, Cormac. *The Road*. New York: Vintage International, 2006. Print.

Matching Citation: (in the text of the paper!)McCarthy employs ornate similes, such as "…gripped his spoon like a child" and "[s]itting like a starved, threadbare Buddha…" (McCarthy 168).

_____

MODEL #2 – SELECTION IN A BOOK WITH AN EDITOR:

Resnick, Wally. "Coping with Stress." *Taking Time out for Yourself* . Ed. Bob Jones. Albany,

New York: Brook Stone Publishers, 1996. 127-131. Print.

Matching Citation: Some women believe that eating chocolate combats stress (Resnick 129).

MODEL #3 -- SIGNED MAGAZINE ARTICLE:
Johns, Claudia. "The Good, the Bad, and the Ugly." *Newsweek* 28 June 2008: 70. Print.

Matching Citation: One *Newsweek* article asserts that the plight of society is divided into three groups (Johns 70).
OR
According to Johns' article, the plight of society is divided into three groups (70).
(If the author's name appears in the sentence, you only need the page number.)
_____

MODEL #4 -- UNSIGNED MAGAZINE ARTICLE:
*Entries for **UNSIGNED articles** simply begin with the title. Nothing else changes.*
For example, if Model #3 were unsigned, the entry would appear this way:
"The Good, the Bad, and the Ugly." *Newsweek* 28 June 2008: 70. Print.

Matching Citation: An article entitled "The Good, the Bad and the Ugly" asserts that the plight of society is divided into three groups (70).
OR
One *Newsweek* article asserts that the plight of society is divided into three groups ("The Good, the Bad and the Ugly" 70).
_____

MODEL #5--ARTICLE FROM DATABASE: *(Note:* **With multiple authors, only the first name listed has last name first.***)*
Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44.

    Science Online. Web. 5 Mar. 2009.

Matching Citation: …." (Junge and Nelson 643).
_____

MODEL #6 -- ARTICLE FROM WEBSITE:
Note: This article is unsigned. If signed, begin with author's last name; if not, start with the title.

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental

    Defense Fund, 8 May 2007. n. pag. Web. 24 May 2009.

Matching Citation: …" ("Blueprint Lays Out"). →Article's pages are not numbered. Put "n. pag." in source entry, and do not mention page numbers in the parenthetical citation.

Need more examples or models? Useful websites for further documentation advice:
- ➢ www.owl.english.purdue.edu/
- ➢ www.easybib.com

WIKIPEDIA* IS *NOT* A VALID SOURCE FOR RESEARCH!*