

RHS

ENGLISH DEPT

MLA STYLE GUIDE

2008



GUIDE FOR FORMAL ASSIGNMENTS

1. Handwritten Papers

Full sheet of 8 1/2 x 11" paper
No spiral notebook edges
Blue or black ink
Write on one side of the paper only

2. Typed or Word-processed papers

Full sheet of 8 1/2 x 11" paper
Print on one side of paper only
Black ink on white paper
Times New Roman style
Font size 12 only (except for title page)
Double space
Indent five spaces for a new paragraph
Margins:
1 1/2" at top of first page
1" at top of all other pages
1" at the bottom of every page
1 1/2" on the left margin
1" on the right margin

3. Title Page

Place title just above center of the page
Capitalize the first letter of each word in the title,
with the exception of *a*, *an*, *the*, and prepositions,
when they are not the first word in the title, no
underlining, no quotation marks
Center the following information in the lower half of
the page:
Name
Course, hour
Date
Assignment

4. First Page

Handwritten:
Center title on the first line of paper
Skip a line before the beginning of the
composition
Word-processed papers:
Double space twice before beginning the body of
the composition

5. Page Numbers

Place page numbers in the upper right hand corner
Do not place a page number on the first page of a
composition

6. Order of the Paper

Title Page
Outline
Body of the paper
Appendix
Works Cited

TITLE PAGES-MLA STYLE

TYPE ONE: ESSAYS AND REPORTS

Student Name
Teacher Name
Course Title
Date Submitted

(Title)

Your first line starts here. Make
sure you remember to indent 5 spaces
at the beginning of each paragraph.
Every line should be double spaced
with 12 point Times New Roman font.

Jimmy Johns
Mrs. Daniels
English 101
January 23, 2006

Night as a Metaphor

The sun sets gently on the
horizon splashing the sky with brilliant
pinks, oranges and blues. Taking a
deep breath...

TYPE TWO: RESEARCH PAPERS (IF REQUESTED BY INSTRUCTOR)

Title
Centered

by
Student Name(s)

Teacher Name
Course
Date

Saving Lives:
US Navy Dolphins

by
Karla Jones

Mrs. Daniels
Research Paper
January 25, 2005

OUTLINES

Outlines are useful tools to organize essays, reports and research papers. They should be organized by following the *rule of two*.

Rule of Two: For every **A** there must be a **B**; for every **1** there must be a **2**; for every **a** there must be a **b**.

Correct Outline Format:

- I. Introduction
 - A. Attention Getter
 - B. Purpose
 - 1. General facts
 - 2. Personal opinions
 - C. Background
 - 1. Definitions
 - 2. Scope and limitations
 - D. Thesis Statement (Preview may be included)
- II. Body Paragraph Topic #1
 - A. Subtopic
 - 1. Supporting Detail
 - 2. Supporting Detail
 - B. Subtopic
 - 1. Supporting Detail
 - a. Quote
 - b. Interpretation
 - 2. Supporting Detail

Incorrect Outline Format:

- I. Introduction
 - A. Attention Getter
 - B. Purpose
 - C. Thesis Statement
- II. Body Paragraph Topic #1
 - A. Subtopic
 - 1. Supporting Detail
 - a. Quote
- III. Body Paragraph Topic #2

**GUIDE TO MLA
PARENTHETICAL CITATIONS
AND
DOCUMENTATION OF SOURCES**

You **must** acknowledge all information gained from outside sources when writing a paper. Generally, three types of information must be acknowledged to avoid plagiarism. These are the following:

1. **Direct quotation**
2. **Paraphrase or summary**
3. **Author's ideas**

Use the following in-text documentation called **parenthetical citations** to document your sources in your academic papers:

1. Basic citation: Place author's last name and page number in parentheses after the material that is documented. Make sure that the period is placed **after** the final parenthesis. *Note: do not place a comma between the author's last name and the page number.*

Ex. In California, officials estimate "since 1972 lion numbers have increased from 2,400 to at least 6,000"(**Williams 30**).

2. Basic citation with author's name in text: If the author's name is clear in the context of the reference, only a page number is necessary.

Ex. Barry Williams noted in *Wildlife Management*, "since 1972 lion numbers have increased from 2,400 to at least 6,000"(**30**).

3. Citation of an anonymous work: If an author is not listed or identified as the source, give an abbreviated version of the title, followed by a page number. *Note: Do not use any more than three words, if possible.*

Ex, Four children have been attacked and killed in California ("**Mountain Lion Outrage**" **8**).

(Original title: "Mountain Lion Outrage Breaks Out in California")

4. Citation of a quotation appearing in source: When citing a statement that is quoted by one person, but appears in a different author's source, use the abbreviation *qtd. in*.

As a spokesperson explained, "We support managing the lions. But they shouldn't be shot and stuck on a wall"*(qtd. in Johnson 48)*.

5. Works with more than two authors: List all the last names in parentheses, separated by "and."

Ex. "The arctic region is our gauge to measure the full effects of global warming"(Smith and Wright 39-43).

6. Citation of a work by three authors: If a source has two or three authors, list authors' last names, divided by a comma and the page number.

Ex. Some mountain lions need to be relocated because they are vital to the delicate balance of the environment (Smith, Jones, and Roberts 29).

7. Citation of a work by more than three authors: If a source has more than three authors, list the last name of first author followed by *et. al.* and the page number.

Scientists are still debating the pros and cons of hunting on preserved land to eliminate the risk of mountain lion attacks (Williams et. al. 20).

8. Citation of an encyclopedia or similar reference work: When citing a reference work like the dictionary or encyclopedia or internet source and there is no author listed, list only the title or a shortened version of the title. *Note: No page number needed.*

Mountain lions are found primarily in Northern California ("**Mountain Lions**").

SAMPLE WORK CITED PAGE

WORK CITED

"Adopted immigrant orphans by region and country of birth, selected countries, 2001." From "Table 15. Immigrant-Orphans Adopted by U.S. Citizens by Sex, Age, and Region and Country of Birth Fiscal Year 2001." 2001 Statistical Yearbook of the Immigration and Naturalization Service. U.S. Department of Justice, Immigration and Naturalization Service, Washington, DC. 10 September 2005 <<http://www.immigration.gov> > .

Congress. Dir. Ken Burns. PBS Home Video. Videocassette. Turner Broadcasting System, Inc. 1988.

Erisman, Fred. "The Romantic Regionalism of Harper Lee." "The Alabama Review. Vol. XXVI, No. 2, (April, 1973): 122-36. Literature Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 15 June 2005 <<http://galenet.galegroup.com/>>.

Freedman, Lawrence. Kennedy's Wars: Berlin, Cuba, Laos, and Vietnam. New York: Oxford University Press, 2000.

Gilman, Sander, et al. Hysteria beyond Freud. Berkeley:
University of California, 1993.

Risen, James. "Hezbollah, In Iraq, Refrains From Attacks On
Americans ." New York Times. 24 Nov. 2003, Late
Edition (East Coast): 10. ProQuest Newspapers.
ProQuest. Rosemount High School Library, Rosemount,
MN. 25 Nov. 2003 <<http://www.proquest.com/>>.

"Update: Hate-Crime Laws." Issues & Controversies On File.
5 Aug. 2005. Issues & Controversies @ FACTS.com. Facts
On File News Services. Rosemount High School Library,
Rosemount, MN. 30 Aug. 2005 <<http://www.2facts.com>>.

MLA Citation Examples for RHS

NOTE: When preparing a formal bibliography, individual citations should be double spaced.

Book with one author

Citation Elements:

Author's Last Name, First Name. Title of book. Place of Publication: Publisher, Date of Publication.

MLA:

Freedman, Lawrence. Kennedy's Wars: Berlin, Cuba, Laos, and Vietnam. New York: Oxford University Press, 2000.

Book with more than one author

Citation Elements:

Author's Last Name, First Name, and Author's First Name Last Name. Title of book. Place of Publication: Publisher, date of publication.

MLA:

Eggs, Suzanne, and Diana Slade. Analyzing Casual Conversation. London: Cassell, 1997.

Book with more than three authors

*(If there are more than three authors, you may name only the first and add *et al.*)*

Citation Elements:

Author's Last Name, First Name, et al. Title of book. Place of Publication: Publisher, date of publication.

MLA:

Gilman, Sander, et al. Hysteria beyond Freud. Berkeley: University of California, 1993.

Book that is edited

Citation Elements:

Author's Last Name, First Name, First Name Last Name and First Name Last Name (eds) Title of Book. Place of Publication: Publisher, date of publication.

MLA:

Sheehy, Nel, Antony J. Chapman and Wendy Conroy (eds.). Biographical Dictionary of Psychology. London: Routledge, 1997.

Book or article with No Author named

Citation Elements:

"Title of Article." Title of Publication. Date of Publication: Page Numbers or Section Number.

Title of Book, Place of Publication: Publisher, date of publication

MLA:

"Cigarette Sales Fall 30% as California Tax Rises." New York Times 14 Sept. 1999: A17.

The Digital Decade - The 90's. (Our American Century). Alexandria, VA: Time-Life Books, 2000.

Article from a Reference Book with author

Citation Elements:

Author's Last Name, First Name. "Title of Article." Encyclopedia Title. edition/Vol. #(if given), Place of Publication: Publisher, Date.

MLA:

Wakeman, Frederic Jr. "China." The World Book Encyclopedia. Chicago: World Book, Inc. 2001.

Article from Reference Book without an author

Citation Elements:

"Title of Article." Encyclopedia Title. edition (if given), date.

MLA:

"Tree Shrew." Gale Encyclopedia of Science. 1996.

Work within a Work

(if you are citing an essay, short story, poem or another work that appears in an anthology or other collection)

Citation Elements:

Author's Last Name, First Name. Title. Title of Anthology. Ed. First and Last Name of editor. Place of publication: Publisher, Date. Page numbers.

MLA:

Hansberry, Lorraine. A Raisin in the Sun. Black Theater: A Twentieth-Century Collection of the Work of Its Best Playwrights. Ed. Lindsay Patterson. New York: Dodd, 1971. 221-76.

Magazine Article

Citation Elements:

Author's Last Name, First Name. "Title of Article." Title of Magazine. Day Month Year: Page numbers.

MLA:

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71.

Newspaper Article

Citation Elements:

Author's Last Name, First Name. "Title of Article." Title of Newspaper. Day Month Year, edition, section number(s): page number.

MLA:

Greeley, Andrew. "Today's Morality Play: The Sitcom." New York Times. 17 May 1997, late ed., sec. 2: 1+.

Newspaper Article w/o Author

Citation Elements:

"Title of Article." Title of Newspaper. Day Month Year: page number(s).

MLA:

"Study Says U.S. Students' Reading Skills Top Many Developed Nations." Star Tribune. 25 August 2003: 1A.

Pamphlet (no author)

Citation Elements:

Title of Pamphlet. Publisher. Date of Publication.

MLA:

The Facts About Fiber. American Institute of Cancer Research. 8 January 2001.

Online Government Publication

Citation Elements:

Name of Government Department. Name of Agency. Title of Publication. Place of Publication: Publisher. Date of Publication. Date Accessed <URL>.

MLA:

United States Dept. of Justice. Office of Juvenile Justice and Delinquency Prevention. Law Enforcement and Juvenile Crime. Washington DC: Government Printing Office. Dec. 2001. 10 Sept. 2005
<<http://www.ncjrs.gov/pdffiles1/ojjdp/191031.pdf>>

Video and DVD

Citation Elements:

Title. Dir. First Name Last Name. Name of Producer, Format. Name of distributor. Year of release.

MLA: VIDEO

Congress. Dir. Ken Burns. PBS Home Video. Videocassette. Turner Broadcasting System, Inc. 1988.

MLA: DVD

Elie Wiesel Goes Home. Dir. Judit Elek. Panorama Entertainment. DVD. Choices, Inc. 2002.

Interview -- Personal, Telephone, E-mail

Citation Elements:

Interviewee's Last Name, First Name. Type of interview. Day or dates Month Year.

MLA:

Hatch, Mike. Telephone interview. 22 August 2005.
Rowling, J. K. E-mail interview. 15-20 May 2005.

Published Interview

Citation Elements:

Interviewee's Last Name, First Name. Title of article (if given) or Interview (untitled interviews). Title of publication. Publication date.

MLA:

Cruise, Tom. Interview. People. 5 Sept. 2005.

Television Program

Citation Elements:

"Title of episode or segment." Narrator's First Name Last Name. Title of Program. Title of Series (if listed). Title of network. Local Affiliate, City. Broadcast date.

MLA:

"Yes...but it is Art?" Narr. Morley Safer. Sixty Minutes. CBS. WCCO, Minneapolis. 19 Sept. 2004.

Sound Recording CD

Citation Elements:

Last Name, First Name of composer, conductor or artist. CD Title. Manufacturer, Year of issue.

MLA:

Weber, Andrew Lloyd. Phantom of the Opera: original motion picture soundtrack. Orch. by Andrew Lloyd Webber and David Cullen. Sony Classical, 2004.

Chart/Graph/Illustration Online

Citation Elements:

"Title of piece." Descriptive label. Title of source. Publisher. Date retrieved. <URL>.

MLA:

"Adopted immigrant orphans by region and country of birth, selected countries, 2001." From "Table 15. Immigrant-Orphans Adopted by U.S. Citizens by Sex, Age, and Region and Country of Birth Fiscal Year 2001." 2001 Statistical Yearbook of the Immigration and Naturalization Service. U.S. Department of Justice, Immigration and Naturalization Service, Washington, DC. 10 September 2005 <<http://www.immigration.gov>>.

Online Book (netLibrary)

Citation Elements:

Author's Last Name, First Name. Title of book. Place of publication: Publisher, Date of publication. Database name. Service provider. Name of library where service was accessed, City Name and State Abbrev. Date of Access <URL>.

MLA:

Passmore, Kevin. From Liberalism to Fascism : The Right in a French Province, 1928-1939. Cambridge, U.K.: Cambridge University Press, 1997. netLibrary. OCLC. Rosemount High School Library, Rosemount, MN. 16 June 2005 <<http://www.netlibrary.com>>.

Web Site

Citation Elements:

Title of Site. Name of editor of site (if given). Date of publication or last update. Date of access. <URL>.

MLA:

Jane Austen Information Page. Ed. Henry Churchyard. 6 Sept. 2000. 12 Sept. 2005 <<http://www.pemberley.com/>>.

Article on a Web Site

Citation Elements:

Author's name (if given). "Title of Article." Title of Periodical. Date of publication. Date of Access <URL>.

MLA:

Levy, Steven. "Great Minds, Great Ideas." Newsweek. 27 May 2002. 28 May 2002. <<http://www.msnbc.com>>.

Dissertation

Citation Elements:

Author's Last Name, First Name. "Title of Dissertation." Diss. Name of degree-granting university, Year.

MLA:

Sakala, Carol. "Maternity Care Policy in the United States: Toward a more Rational and Effective System." Diss. Boston U, 1993.

MLA Citation Examples of Library Databases

General Citation Elements for Library Subscription Databases: (If your citation does not include one of the elements, skip to the next element.)

Author's Last Name, First Name. "Article Title." Publication Name. Publication Date. Page Number/Range. Database Name. Service Provider. Name of the library where service was accessed, City Name and State Abbrev. Date of Access <URL>.

Biography Resource Center (Gale)

MLA:

"Albert Gore, Jr." Encyclopedia of World Biography. 1998. Biography Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 14 Oct. 2004 <<http://www.galenet.com/>>.

Discovering Collection (Gale)

MLA:

"Acetone." Discovering Science. 2000. Discovering Collection. Thomson Gale. Rosemount High School Library, Rosemount, MN. 19 Apr. 2002 <<http://galenet.galegroup.com/>>.

Health and Wellness Resource Center (Gale)

MLA:

"FDA Oncology Tools on Internet. (From the Food and Drug Administration)." JAMA, The Journal of the American Medical Association. 13 Sept. 2000. Health & Wellness Resource Center. Gale Cengage. Rosemount High School Library, Rosemount, MN. 31 August 2005 <<http://galenet.galegroup.com/>>

Literature Resource Center (Gale)

MLA:

Erisman, Fred. "The Romantic Regionalism of Harper Lee." The Alabama Review. Vol. XXVI, No. 2, (April, 1973): 122-36. Literature Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 15 June 2005 <<http://galenet.galegroup.com/>>.

Eisinger, Chester E. "Herzog: Overview." Reference Guide to American Literature, 3rd ed. 1994. Literature Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 10 Mar. 2002 <<http://galenet.galegroup.com/>>.

Opposing Viewpoints (Gale)

MLA: (without an Author)

"Anthrax." Environmental Encyclopedia. Ed. Marci Bortman, Peter Brimblecombe, Mary Ann Cunningham, and others, 2003. Opposing Viewpoints Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 15 June 2005 <<http://galenet.galegroup.com/>>.

MLA: (with an Author)

Breslin, Andrew. "Cloning Harms Animals." Animal Experimentation. Ed. Helen Cothran. San Diego: Greenhaven Press, 2002. Opposing Viewpoints Resource Center. Thomson Gale. Rosemount High School. 4 Jan. 2007 <<http://galenet.galegroup.com/>>

Professional Collection (Gale - Infotrac)

MLA:

Parsons, Beverly. "A Tale of Two Schools' Data: Using Data to Improve Student Achievement." Educational Leadership 60.5 (Feb. 2003): 66-68. Professional Collection. Thomson Gale. Rosemount High School, Rosemount, MN. 15 June 2005 <<http://infotrac.galegroup.com/>>.

Science Resource Center (Gale)

MLA:

Freedman, Bill. "Dinosaur." Gale Encyclopedia of Science. K. Lee Lerner and Brenda Wilmoth Lerner, Eds. 3rd ed. Detroit: Gale, 2004. Science Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 26 July 2004 <<http://galenet.galegroup.com/>>.

Sherman, Leonie. "Forests Fight Back." Earth Island Journal 19.2 (2004): 12+. Science Resource Center. Thomson Gale. Rosemount High School Library, Rosemount, MN. 20 Apr. 2004 <<http://galenet.galegroup.com/>>.

Virtual Reference Library (Gale)

MLA:

Tushnet, Mark V. "Desegregation." Dictionary of American History. Ed. Stanley I. Kutler. Vol. 3. 3rd ed. New York: Charles Scribner's Sons, 2003. 14-16. 10 vols. Gale Virtual Reference Library. Thomson Gale. Rosemount High School Library, Rosemount, MN. 19 June 2006 <<http://find.galegroup.com/gvrl>>.

Grolier's Online Encyclopedias

MLA:

Lee, Thomas F. "Genetic Engineering." Encyclopedia Americana. 2005. Grolier Online. Rosemount High School Library, Rosemount, MN. 14 May 2005 <<http://go.grolier.com>>.

EBSCO Databases

(Includes: *History Reference Center, Academic Search Premier, Business Source Premier, Regional Business News and MasterFILE Premier*)

MLA:

Tator, Charles, James D. Carson, and Robert Cushman. "Hockey injuries of the spine in Canada, 1966-1996." CMAJ: Canadian Medical Association Journal. 162.6 (March 2000): 787+. Academic Search Premier. EBSCOhost. Rosemount High School Library, Rosemount, MN. 15 November 2000 <<http://search.ebscohost.com>>.

Issues and Controversies

MLA:

"Update: Hate-Crime Laws." Issues & Controversies On File. 5 Aug. 2005. Issues & Controversies @ FACTS.com. Facts On File News Services. Rosemount High School Library, Rosemount, MN. 30 Aug. 2005 <<http://www.2facts.com>>.

LexisNexis Magazines and Newspapers

MLA :

Liswood, Laura A. "Gender politics and the Oval Office: Why don't women run for president?" Baltimore Sun 31 March 1999: 23A. LexisNexis™ Scholastic Edition. LexisNexis. Rosemount High School Library, Rosemount, MN. 20 Sept. 2004 <<http://www.lexis-nexis.com/scholastic>>.

Wildstrom, Stephen H. "A Big Boost for Net Privacy." Business Week 5 April 1999: 23. LexisNexis Scholastic Edition. LexisNexis. Rosemount High School Library, Rosemount, MN. 5 Sept. 2005 <<http://www.lexis-nexis.com/scholastic>>.

ProQuest Newsstand

MLA:

Risen, James. "Hezbollah, In Iraq, Refrains From Attacks On Americans." New York Times 24 Nov. 2003, Late Edition (East Coast): 10. ProQuest Newspapers. ProQuest. Rosemount High School Library, Rosemount, MN. 25 Nov. 2003 <<http://www.proquest.com/>>.

SIRS Researcher

MLA:

Wright, Gary. "Armed and Dangerous." Charlotte Observer 12 December 1993: 1A. SIRS Researcher. SIRS Inc. Rosemount High School Library, Rosemount, MN. 25 Sept. 2004 <<http://sks5.sirs.com/>>.

CultureGrams

MLA:

"Peru." CultureGrams World Edition. 2005. ProQuest Information and Learning. Rosemount High School Library, Rosemount, MN. 31 August 2005 <<http://online.culturegrams.com/>>.

ERIC Database

Citation Elements:

Author's Last Name, First Name. "Title of Article." Title of Journal. Date of Publication. Service Provider. Name of library where service was accessed. Date of access <URL>.

MLA:

Willert, H. Jeanette, and Ann Marie C. Lenhardt. "Tackling School Violence does Take the Whole Village." Educational Forum 67.2 (Winter 2003): 110-8. Institute of Educational Sciences. ERIC. Rosemount High School Library, Rosemount, MN. 6 Oct. 2005 <<http://www.eric.ed.gov>>.

RHS POLICY STATEMENT ON CHEATING AND PLAGIARISM

Student Responsibilities

You have the responsibility to:

1. *not participate, either directly or indirectly in cheating or plagiarism.*
2. *actively discourage cheating or plagiarism by others.*
3. *report any known incidents of plagiarism or cheating*

Cheating Definition

Cheating occurs when you present as your own the work of another. Some examples of cheating include, but are not limited to the following:

1. *Copying and/or providing for another an examination, assignment, lab report or other work to be graded.*
2. *The use of unauthorized cheat sheets.*
3. *Buying/selling examinations, assignments or term papers,*
4. *Having another individual take an exam, write a paper, complete an assignment, for you.*
5. *Receiving and/or providing test questions/answers prior to taking an exam.*
6. *Using programmed calculators or other electronic devices unless expressly permitted by the teacher.*
7. *Submitting work through the use of technology that is not created by the student.*
8. *Submitting work to more than one teacher for course credit, without prior approval.*

Ways to Avoid Cheating

1. ALWAYS do Your Own Work!
2. Never let someone copy any of your work from a test or an assignment.
3. Never share information about a test afterwards no matter how much someone begs you to spill the beans.
4. Ask teachers to specify if student work can be done cooperatively if there is any doubt.
5. Remove all materials from your desk top when taking a test.

6. Close all books or backpacks and put away any loose papers when testing.
7. If confronted by a peer to cheat or if you are tempted to cheat, just remember:
**Respect Yourself. Take pride in your work ethic.
Treasure your reputation.**
*It is easier to maintain a good reputation than it is to
regain a lost one.*

Plagiarism Definition

Plagiarism is the taking of another's word, thoughts or ideas and presenting them as your own. Some examples of plagiarism include but are not limited to the following:

1. *Using all or part of another's speech, paper, or ideas as your own.*
2. *Using a direct quote without citing the source.*
3. *Copying a passage word for word and not using quotation marks.*
4. *Substituting words or rearranging the phrasing of a passage without indicating that changes have been made,*
5. *Rearranging the order of sentences or ideas from the original passage and presenting it as your own.*
6. *Not acknowledging or documenting your sources.*

Ways to Avoid Plagiarism

1. Take careful notes when doing research in order to avoid plagiarism. Don't forget that any idea not your own must be properly documented, even if you are using paraphrased sentences rather than direct quotations.
2. Take notes using a method of where **black** text signifies the ideas of others and **red** text signifies your own ideas.
3. Ask teachers to explain the differences between plagiarism, paraphrasing and direct citation.
4. Learn bibliographic citations and the elements involved in all citations.
5. Make sure your paper fulfills the criteria being used to evaluate your performance.

6. Develop open-ended questions about your topic, which enables you to formulate your **own** answers. (**What, Why** or **How** questions)

7. Provide your teacher with a thesis statement/abstract; annotated bibliography and/or an outline. These items will illustrate to your teacher that you are doing your own work and using various resources on your topic.

8. Provide teachers with your sources, books, or photocopies of cited references.

9. Submit a draft of your paper for your teacher's review.

Consequences

Students involved in cheating on a test/assignment or plagiarizing a paper or assignment will be required to re-submit the assignment or retest in order to be eligible to successfully pass the course. Students may receive up to 50% credit on re-submitted work. In all situations involving cheating or plagiarism a discipline referral will be completed and parent/guardian will be notified by the teacher.