

The Style Sheet for
Illinois Lutheran High School
and
Illinois Lutheran Junior High School

Revised August 2007

Introduction

Students should use the style sheet whenever a paper is assigned. Not following all points found in the style sheet can result in a lowered grade.

If a teacher's directions differ from the style sheet, the teacher's directions should be followed.

Information from this style sheet is taken from the MLA Handbook for Writing Research Papers, copyright 2003, sixth edition. (Most institutions of higher learning follow this MLA guide.)

Final Copy Information

- Use 8 1/2 by 11-inch white paper. Make sure there is no print/writing on the backside of the paper.
- Number all pages, starting with 1, in the upper right hand corner, one-half inch from the top and flush (justified) with the right margin. Type your last name before the page number. Name and page numbers should be typed and not handwritten.
- Margins must be one-inch left, right, bottom, and top. Warning: some computers have a preset margin of 1.25 inches. Make sure your margins are one inch exactly before beginning.
- Computer type style is limited to Times New Roman 12-point font.
- All formal papers are double-spaced. Put no extra spacing between paragraphs.
- Hand in the title page, outline, final copy, and works cited, in that order, if your teacher demands all of these elements. Use paper clips to attach all elements of paper together unless your teacher says otherwise. Avoid using plastic folders as instructors find them a nuisance for reading and commenting on papers.

Works Cited Information

- The Works Cited Page is double-spaced, with indentations for lines beyond the first.
- Your works cited should be the last page of your paper. The words ‘Works Cited’ should be centered, one inch from the top of the paper. Do not call your works cited a ‘Bibliography’, since that word refers to something completely different.
- All interior notes that you use should have its full reference on the works cited page. Also, all works listed on the works cited page should be used as interior notes in the body of the paper.
- The works cited page should be alphabetized by authors’ last names. If a work has no author, alphabetize that work by its name.

Book -- one author

Author’s name (last, first). Title of book. City of publication: Publisher, Copyright date.

Example: Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th edition. New York: The Modern Language Association of America, 1995.

Book -- two authors

Last, first and first last. Title of book. City of publication: Publisher, Copyright.

Example: Jacobson, Mark and Linda R. Waugh. The Sound Shape of Language. Bloomington: Indiana University Press, 1979.

Book -- written by a corporate author

Group. Title of book, City of publication: Publisher (often the group itself), Copyright.

Example: American Medical Association. The American Medical Association Encyclopedia of Medicine, New York: The American Medical Association, 1989.

Encyclopedia or dictionary entry

Author (if known. If not, skip it.) “Title of article.” Title of book. Edition, Copyright date.

Example: Author (if known. If not, skip it.) “Mandarin.” Encyclopedia Americana. 1993 ed.

Magazine article

Author (last, first). "Title of article." Name of magazine day month year: pages.

Example: Frank, Michael. "The Wild, Wild West." Architectural Digest June 1993: 180+.

Online Professional or Personal Site

Last Name, First name of person who created the site. Title of Site (If there is not a title, use a description such as Home Page—not underlined or in quotation marks). Name of any institution or organization associated with the site. Date of Access. <URL>.

Note that breaks in electronic publication information can only occur after a slash (/).

Example: Dawe, James. Jane Austen Page. 15 Sept. 1998 <<http://nyquist.ee.ualberta.ca/~dawe/austen.html>>.

CD-ROMs and portable databases

•If you access information from something like Encarta or another type of information-giving CD, use the following:

Author. "Title of Article." Name of CD or database. Version or edition, Publication medium. City: publisher, date.

Example: Magill's Survey of Science. CD-ROM. 1998 ed. Pasadena: Salem, 1998.

Interior Note Information

- In the pursuit of honesty and ethics, students should add interior notes to their papers whenever they have used information from another source. This includes paraphrasing (relating someone else's ideas in your own words) and quoting (using their words verbatim in your paper).
- After a paraphrase or a direct quote, the author's last name and page number of the information should be used within parentheses (Gibaldi 114). No other punctuation or wording is needed, unless . . .
- If more than one source is used by the same author, add a short title between the author's name and page number (Gibaldi, Handbook, 115).
- If no author can be found (especially prevalent in databases, websites, and encyclopedias, as well as TV or other programming), use the title of the work, shortening it to the most important word/s. ("Albatross") or (Sixty Minutes). Your reader will be able to look at the works cited for more information.

Interior Note Usage Directions

- Using quotations from sources are recommended in research papers.
 - Do not overuse quotes.
 - Do not have a paragraph made up only of quotes.
- Any words taken directly from another source should be within quotation marks and cited with an interior note.
- You may use your own words (paraphrase) and quote fragments so that they may be worked into a clear, concise sentence. Again, use quotation marks around the fragments and cite at the end of the sentence or paragraph.
- You may only change a quotation if it is obvious to the reader that you have changed it. (See the [] four lines below)
- A quotation of four or fewer lines should be incorporated into the text.
 - “If a quotation runs to more than four lines, set it off from your text by beginning a new line, indenting one inch from the [justified, typed] left margin, and typing it double-spaced, without adding quotation marks. A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different type of punctuation or none at all” (Gibaldi 81-2).

•If you would like to leave out words within a quote, you may -- just make sure the essence of the quote stays the same. Use ellipsis points (spaced periods) to keep the flow of a sentence. Example: “If omitting material from the original sentence or sentences leaves a quotation that appears to be a sentence . . . you must use ellipsis points, or spaced periods, to indicate that your quotation does not completely reproduce the original” (Gibaldi 86).

General Usage

- Follow formal English usage rules.
- Standard usage rules declare that if you are using a person’s name many times, write out the full name the first time you use it (Marilyn Monroe), then the last name for subsequent references (Monroe, NOT ‘Marilyn’).
- If you use numbers in your paper, write out zero through nine, and use numerals for the remainder. Write out usages like three percent, but use numerals and symbols for 34%. Of course, use numerals for times (4:20 P.M.), addresses (1610 Main Street), dates (April 1, 1965 OR 1 April 1965), and to keep numbers in the same sentence in the same style (3 girls and 14 boys). Numerals usually do not compose the first word of a sentence (Forty-four percent of all high school students sleep during the school day.)
- Remember to underline “whole” or “large” works. This includes novels, CDs, plays, magazines, newspapers, films, encyclopedias, radio and television programs, musical compositions, paintings and other pieces of artwork, ships, aircraft, and spacecraft.
- Use quotation marks for “smaller” or “parts” of large works. This includes short stories, most poems, chapters of books, articles in magazines or encyclopedias, individual episodes of television programs, songs, and unpublished works).
- Sacred writings are neither underlined nor in quotes (NOT “The Book of James” from The Bible, or The Apocrypha).

Is a Title Page Needed?

Your teacher will inform you if he/she prefers a title page for your paper. Follow the teacher's directions. If your teacher does not say one way or the other, do not use a title page. The sixth edition of the MLA Handbook no longer suggests or even shows how to do a title page, but since some teachers like the look of a title page, instructions are included on how to complete one.

Variation One: Paper with Title Page Title Page Directions

- The first page of your paper should be your title page, constructed in this format:
 - *everything on this page is centered
 - *approximately 1/3 of the way down the paper is your title, all in caps but not underlined (this is usually between 10 and 16 spaces down the page)
 - *approximately 1/2 of the way down the paper is your name
 - *double-spaced below your name is your school
 - *approximately 2/3 of the way down the page is the date the paper was handed in
 - *after your title, regular capitalization rules apply
 - *see the next page for an example of a title page
- The first page of the text should include the title, centered, one inch from the top. Double-space once to type the first line of your paper. This page will be numbered as page one.

Variation Two: Paper without Title Page

- *use one inch margins and begin at left margin
- *on the first line type your name and then double space
- *on the second line type your instructor's name and then double space
- *on the third line type the name of the class and then double space
- *on the fourth line type the date the paper is due and then double space
- *center the title which is not all in capital letters then double space and begin typing paper

Outline Information

- Use a topic, not a sentence, outline unless your teacher designates differently.
- Put your title, centered, at the top of the paper. Do not use all caps.
- Follow outline spacing directions:
 - *double-space the entire outline
 - *double-space between title and thesis (or roman numeral I, as your teacher designates)
 - *double-space around roman numerals
 - *double-space around all other outline information. See example on the next page for help.
 - *double-space before the re-stated thesis.
- Follow outline capitalization directions
 - *title and all roman numerals are not all in caps
 - *the first letter of the first word and all important words in ‘A’s, ‘B’s, ‘C’s, etc. are capitalized
 - *the first letter of the first word and all proper nouns in ‘1’s, ‘2’s, ‘3’s, etc. are capitalized
 - *only proper nouns are capitalized in ‘a’s, ‘b’s, ‘c’s, etc. See example on the next page for help
- Use a logical organizational plan to develop your outline (and, ultimately, your paper).
Common organizing principles are chronology (useful for historical discussions -- e.g. how the Mexican War developed); cause and effect (e.g. what consequences a scientific discovery will have); process (e.g. how a politician got elected); and logic, deductive or inductive. A deductive line of argument moves from the general to the specific (e.g. from the problem of violence in the United States to violence involving handguns), and an inductive one moves from the specific to the general (e.g. from violence involving handguns to the problem of violence in the United States). (Gibaldi 37)
- Remember standard outline directions . . . “If you have a ‘I’, you must have a ‘II’; if you have an ‘A’, you must have a ‘B’.” If you find this difficult, you probably need to reorganize your material.