

Style Manual and Handbook for Research

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To Avoid Plagiarism.....

You Must Give Credit to Your Sources of Information

When you are researching in books, online databases and on the Internet, you are usually reading other people's work and ideas. It is perfectly fine to use this information, but you must give credit where credit is due. You must not include ideas in the product of your research – paper, oral presentation, PowerPoint, poster, etc. - that are someone else's and present them as your own. If you do, you will be guilty of **plagiarism** – stealing the words or ideas of another without giving them credit. This is not honest, fair or legal. Middle school is a good time to develop the habit of avoiding plagiarism. At Barrington High School a teacher may give you no credit for a plagiarized paper. If you plagiarize a second time, you may fail the entire course. Colleges feel so strongly about plagiarizing that they may expel you.

Middle School Plagiarism Policy

Students in grades 6,7 and 8 are educated on plagiarism through the Library Media Center. A copy of the school's plagiarism policy is signed by the student and taken home for parents to sign, then returned to school to be kept on file.

Plagiarism Consequences

When students are found to plagiarize a written assignment, they will be given three days to rewrite the assignment. Students will be notified of this in written form with the date of the new piece clearly specified. This new piece of writing will be graded by the teacher and two letter grades, or twenty percent, will be subtracted from the final grade on the assignment. If the assignment isn't turned in by the required due date, the final grade for this assignment will be a 0%. Repeat cases of plagiarism may result in further consequences.

How Do You Know If You Are Plagiarizing?

This is a good self-test:

“If you didn’t think of it and write it all on your own, AND you didn’t cite (or write down) the sources where you found the ideas or words, it’s probably plagiarism” (Lathrop and Foss 4.)

Some common examples of plagiarism:

1. You turn in a paper or book report that someone else researched and wrote, as your own.
2. You download text or graphics from the Internet and present it as your own without giving credit.
3. You quote, paraphrase or summarize text without giving credit.

Sometimes you may not mean to plagiarize, but you are plagiarizing if:

1. You don’t understand when words you use need to be quoted and given credit.
2. You don’t know how to cite sources correctly in your paper and bibliography.
3. You don’t know how to summarize, paraphrase and write about ideas you read.

The Main Things You Need to Know to Avoid Plagiarism

You **don’t** have to quote or cite... facts or ideas that most people *already know*, or that are *readily available* in encyclopedias, reference books, and textbooks.

example: The Statue of Liberty is in New York.

You **do** have to quote and cite... facts or ideas that are *not commonly known* or *not readily available* in printed and online resources.

example: Juvenile asthma attacks have increased 53% since 2001.

Common Situations and What You Must Do To Avoid Plagiarizing

If you....	...then you must...
copy a paragraph and make small changes	- acknowledge the source in the text - cite the source in the bibliography/works cited
paraphrase a paragraph	- acknowledge the source in the text - cite the source in the bibliography/works cited
create a paragraph by taking phrases from sources and merging them together using words of your own	- use quotation marks - acknowledge the sources in the text - cite the sources in the bibliography/works cited
rewrite a paragraph taken from sources but include your own details and examples	- acknowledge the sources in the text - cite the sources in the bibliography/works cited
quote a paragraph directly from a source	- use quotation marks - acknowledge the source in the text - cite the source in the bibliography/works cited

**BMS – PRAIRIE CAMPUS
LIBRARY MEDIA CENTER**

HOME ACCESS TO ONLINE DATABASES



STEP 1: Click on the link titled “Passwords for Online Database Use at Home”.

STEP 2: A password box will appear. To access the list, type in Barrington School District’s most popular password.

STEP 3: The list of passwords will appear.

Bibliography vs. Works Cited

Your teacher will determine if you should write a works cited page or bibliography. Your works cited or bibliography list provides the information necessary for a reader to locate and retrieve any source cited in the paper.

A **works cited** list shows only the sources you have actually cited in your paper. Each entry in the list must be cited in the text of your paper. Type your list of works cited on a separate page at the end of your paper.

A **bibliography** is a separate alphabetical list of all the sources you considered in preparing a research project. This list would include resources you read, even if you did not use information from all of them.

Printed Book or Pamphlet	
Example: (double space entry)	Author Last Name, Author First Name, <i>Book Title</i>. Publisher City: Publisher Name, Year Published. Print.
One Author:	Brown, Carol. <i>Wonders of Sharks</i> . Chicago: Children’s Press, 2001. Print.
One Author With Subtitle:	McConnell, Frank. <i>Storytelling and Mythmaking: Images from Film and Literature</i> . New York: Oxford UP, 2000. Print.
Two Authors:	Jones, David, and Mary Jones. <i>Sharks: the Superfish</i> . New York: Dial Press, 2000. Print.
Three Authors:	Blocker, Clyde E., Robert H. Plummer, and Richard C. Richardson, Jr. <i>The Two-Year College: A Social Synthesis</i> . Englewood Cliffs: Prentice, 1999. Print.
Four or More Authors:	Lopez, Robert S., et al. <i>Civilizations</i> . New York: Collins, 1998. Print.
Edited Book:	Gunn, Giles, ed. <i>Literature and Religion</i> . New York: Harper, 2001. Print.
Selection from an Edited Book:	Lewis, Scott. "Selective Logging Can Save Rain Forests." <i>Global Resources: Opposing Viewpoints</i> . Ed. Matthew Polesetsky. San Diego: Greenhaven, 1998. 169-175. Print.
Encyclopedia	
Example: Print (double space entry)	Author Last Name, Author First Name. “Article Title.” <i>Book Title</i>. Year Published. Medium.
Example: Online (double space entry)	Author Last Name, Author First Name. “Article Title.” <i>Title of Book</i>, Year Published. Page Range. Medium. Date Accessed.
Encyclopedia in Print with an author:	Gruber, Samuel H. “Shark.” <i>World Book Encyclopedia</i> . 2002 ed. Print. Note: If no author is given, begin with the article title.
Encyclopedia Online with an Author:	Hoogland, John L. “Prairie Dogs.” <i>World Book Online Reference Center</i> . World Book, 2009. Web. 21 Apr. 2009.

Reference Book	
Example: Print (double space entry)	“Selection Title.” <i>Title of Reference Book</i>. Editor(s) of Reference Book. Volume #. Place of Publication: Publisher, Year of Publication, Page Range. Print.
Example: Online (double space entry)	“Selection Title.” <i>Title of Reference Book</i>. Editor(s) of Reference Book. Volume #. Place of Publication: Publisher, Year of Publication, Page Range. Web. Date Accessed.
Reference Book in Print	“Anne Frank.” <i>People of the Holocaust</i>. Eds. Linda Schmittroth and Mary Kay Rosteck. Vol. 1. Detroit: UXL, 1998. 121-127. Print.
Reference Book Accessed through Marshall Cavendish Digital	“Prairie Dog.” <i>Wildlife and Plants of the World</i>. 2009. <i>Marshall Cavendish Digital</i>. Web. 16 Apr. 2009.
Magazine	
Example: Print (double space entry)	Author Last Name, Author First Name. “Article Title.” <i>Magazine Title</i> Publication Date: Page Numbers. Medium.
Example: Online (double space entry)	Author Last Name, Author First Name. “Article Title.” <i>Magazine Title</i> Publication Date: Page Numbers. Database Name. Vendor. Web. Date Accessed.
Print Article with an Author:	Woods, Arthur. “Great White Sharks: Are They Really Dangerous?” <i>Science News</i> 23 Jan. 2002: 15-18. Print. Note: If no author is given, begin with the article title.
Article Accessed through Subscription Database:	DeAngelis, Gina, and Molly Kerr. “Trade You...Beads for Food?” <i>Cobblestone</i> Sept. 2006: 20-21. <i>Middle Search Plus</i> . EBSCO. Web. 5 June 2009.
Newspaper	
Example: Print (double space entry)	Author Last Name, Author First Name. “Article Title.” <i>Newspaper Title</i>. Publication Date, Section: Page. Print.
Example: Online (double space entry)	Author Last Name, Author First Name. “Article Title.” <i>Newspaper Title</i>. Publication Date, Section: Page. Database Name. Vendor. Web. Date Accessed.
Print Article with Author:	Collins, Glenn. “Single-Father Survey Finds Adjustment a Problem.” <i>New York Times</i> . 21 Nov. 2001, sec. B: 17. Print. Note: If no author is given, begin with the article title.

Newspaper (cont.)	
Editorial	Ball, George. "Block that Myth." Editorial. <i>New York Times</i> 19 May 2001, sec. 5: 21. Print.
Article Accessed through Subscription Database	Collins, Glenn. "Single-Father Survey Finds Adjustment a Problem." <i>New York Times</i> . 21 Nov. 2001, sec. B: 17. <i>Newspaper Source</i> . EBSCO. Web. 15 Apr. 2009.
Non-Print Material	
Example: DVD (double space entry)	Title. Director. Performers. Year of Issue. Distributor. Year Released on DVD Format. DVD.
DVD	<i>High School Musical 3: Senior Year</i> . Dir. Kenny Ortega. Perf. Zac Efron, Vanessa Hudgens, Ashley Tisdale, Lucas Grabeel. 2008. Walt Disney Video, 2009. DVD.
Example: Sound Recording—MP3 File (double space entry)	Performing Artist's Last Name, First Name, perf. "Title of Performance." Soundtrack. Manufacturer, Year of issue. MP3 file.
Sound Recording—MP3 File	Hudson, Jennifer, perf. "And I Am Telling You I'm Not Going." <i>Dreamgirls: Music from the Motion Picture</i> . Sony BMG, 2006. MP3 file.
Sound Recording-Soundzabound	"'80's Decades of Music Rock Sound-a-likes Vintage." <i>Soundzabound</i> . Web. 21 Apr 2009.
Example: Personal Interview (double space entry)	Interviewee's Last Name, First Name. Personal interview. Date of the Interview.
Personal interview	Winfrey, Oprah. Personal interview. 12 July 2008.
Example: Speech (double space entry)	Last Name of Speaker, First name. "Title of Speech." Location of the Speech. Date of the Speech. Speech.
Speech	Wiesel, Elie. "Holocaust Museum Dedication Speech." Illinois Holocaust Museum and Education Center. Skokie, IL. 19 Apr. 2009. Speech.
Example: Television Program taken from Hulu (double space entry)	"Title of the Episode." TV Show Title. Production Studio. Date Show Aired on TV. Name of Resource (Hulu). Web. Date Accessed.

Non-Print Material (cont.)	
Television Program	“The Pirates’ Secret World.” <i>20/20</i> . ABC News. 17 Apr. 2009. Hulu. Web. 21 Apr. 2009.
Example: Database (double space entry)	Last Name, First Name. “Title of the Article.” <i>Original Source of Article</i>. Date of Original Source: Page Numbers. <i>Name of the Database Used</i>. Name of the Service. Web. Date Accessed.
Subscription Database— CultureGrams	“Brazil.” <i>CultureGrams World Edition</i> . 2008. ProQuest. Web. 22 Jan. 2009.
Web Site	
Example: (double space entry)	Author Last Name, Author First Name. “Page or Article Title.” <i>Web Site Name</i>. Copyright or Last Updated. Sponsoring Organization. Medium. Date Accessed.
Citing Only One Page of a General Web site:	Stewart, Whitney. “Relive the Trek.” <i>My Story: Edmund Hillary and Mt. Everest</i> . 2009. Scholastic. Web. 5 Jan. 2009. Note: If no author is given, begin with the article title.
Citing Multiple Pages of a General Web Site:	Stewart, Whitney. <i>My Story: Edmund Hillary and Mt. Everest</i> . 2009. Scholastic. Web. 5 Jan. 2009. Note: If no author is given, begin with the article title.
Example: Blog (double space entry)	Author of the Blog’s Last Name, First Name. “Title of the Entry on the Blog.” <i>Title of the Blog</i>. Date Entry Was Posted to the Blog. Weblog post. Date accessed.
Blog:	Riordan, Rick. “Third Percy Jackson Poster Winner Announced.” <i>Myth & Mystery</i> . 11 Apr. 2009. Weblog post. 21 Apr. 2009.
Example: E-mail (double space entry)	Author Last Name, Author First Name. “Subject Line.” Message to Person’s First and Last Name. Date Sent. E-mail.
E-mail:	Danford, Tom. “Monday Greetings.” Message to Terry Craig. 3 Oct. 2001. E-mail.
Example: Image (double space entry)	Author of Web site’s Last Name, Author First Name. “Page or Article Title.” <i>Web Site Name</i>. Copyright or Last Updated. Sponsoring Organization. Web. Date Accessed.
Image taken from a General Web Site: Images taken from Google Images should be cited in this way.	Stewart, Whitney. “Relive the Trek.” <i>My Story: Edmund Hillary and Mt. Everest</i> . 2009. Scholastic. Web. 5 Jan. 2009.

Web Site (cont.)

Image from a Collection:	Sandberg, Bob. "Jackie Robinson, Ready to Swing." 1954. <i>Look Magazine Photograph Collection</i> , Library of Congress. JPEG file.
Image from a Subscription Database:	"Carnival Performers." <i>CultureGrams</i> . 2006. Pro- Quest. Web. 22 Jan. 2009.

If a Web resource requires a publisher and none can be found, use the abbreviation N.p. When no date of publication can be found on a Web site, use the abbreviation n.d. for no date. Citing material from an online resource sometimes requires a page number. If no page number can be found, use the abbreviation n. pag.

NOODLETOOLS Creates MLA citations and electronic notecards.

To Access the Link:

1. Visit the Prairie homepage: www.barrington220.org/prairie.
2. Choose **LMC**.
3. Click on **Subscription Databases and Resources**. Scroll down and click on the link for **NoodleTools**.

To Access a List:

1. Type in your **personal ID**. In most cases it should be your first name initial last name with no spaces.
2. Type in your **password**. Most students' passwords are their birthday written mm/dd/yy.
3. Click on the **Sign In** button.
4. You will be taken to a screen that shows all of the lists you have created. Click on the list that you want to continue to work on or click on the **Create a New List** button to start a new one. You only need one list per project.
5. Click on the button in front of **MLA Advanced** since this is the style used by Prairie students.
6. Write one or two words to describe your list so it is easy to identify in the future.

To Use:

1. Once your list is opened, use the pull down menu to select the type of source you are citing.
2. Click on the **Create Citation** button.
3. The following are tips taken from the NoodleTools guide:
 - A series of screens will prompt you for information about your source (the screens will vary depending on the citation type). NoodleBib uses your answers to tailor the final form, so that only the fields and instructions that are exactly right for your particular source are shown.
 - If your source is from a subscription database, the MLA version will take you through the Subscription Database Wizard, which helps you cite these tricky online sources.
 - On the main form, fill in as many details about your source as you can locate.
 - The annotation box should only be filled if your teacher asks for a description or evaluation of your sources.
4. Once you have finished filling in the empty fields, click on **Check for Errors**. The software will highlight in red any errors you should fix before creating the citation.
5. Click on the **Update Citation** button to save your citation.
6. All of your citations will be saved in your personal folder.

To Print a Bibliography or Works Cited List:

1. Click on the button titled **Save as a Word Document**.
2. If you want to print a works cited list, go ahead to step 3. If you are printing a bibliography, click on the blue **Works Cited** link and choose **Bibliography** from the list of options.
3. Click on the green **Export and Print** link.
4. A yellow bar will pop up at the top of the screen. Click on this yellow bar and choose **Download File**. Click on the **Open** button.
5. Go to the **File** on the top menu bar and choose **Print**. There is no need to save this document as long as you don't delete your list in NoodleTools.



Remember to create a new notecard when you change topics.

Remember to create a new notecard when you change sources.

CORRECT FORM FOR CITING SOURCES

When writing a research paper, everything that is borrowed from another source must be acknowledged in the bibliography or works cited list. In addition, you must give credit for quotations and specific ideas at the place you include them in your paper. This is called citing your sources. Examples of citing sources below refer to entries in the sample works cited list that follows.

1. If possible, use the author's name in the text of your research paper. Then you need only put the page number or numbers in parentheses.

Example Woods says that your chances of being attacked by a shark are one in 5,000,000 (17).

2. Use quotations marks for all direct quotations.

Example Woods notes a shark attack is so rare that "odds against it have been calculated at about one in 5,000,000" (17).

3. Acknowledge quotations or borrowed material by including the author's last name followed by a page number with parentheses.

Example (Lewis 170)

The above example indicates that the quotation was on page 170 in the article by Lewis, and the information in parentheses must correspond to a specific source in the works cited.

Example Lewis, Scott. "Can We Save Our Oceans?" *Global Resources:*

Opposing Viewpoints. Ed Matthew Polesetsky. San Diego:

Greenhaven, 1991. 169-175. Print.

4. If the works cited list contains more than one work by the author, give the title after the author's last name.

Example (Woods, *Wonders of Sharks* 53)

5. If the book has two authors, include the last name of both authors plus the page number.

Example (Jones and Jones 81)

6. If an encyclopedia article has no author, place the title of the article in quotation marks within the parentheses. (Do not include page numbers.)

Example ("Fish")

7. If a web page has an author, place the author of the webpage in parentheses with no page number.

Example (Finn)

8. If a web page has no author, place the italicized title of the webpage within the parentheses.

Example (*Goblin Sharks*)

Works Cited

- Cook, Peter. Personal interview. 27 July 2002.
- Finn, Francis. *Whale Sharks*. 2004. Web. 25 May 2004.
- Gruber, Samuel H. "Shark." *World Book Encyclopedia*. 2002 ed. Print.
- Goblin Sharks*. 2004. Web. 20 May 2005.
- Jones, David, and Mary Jones. *Sharks: the Superfish*. New York: Dial Press, 2000. Print.
- Lewis, Scott. "Can We Save Our Oceans?" *Global Resources: Opposing Viewpoints*. Ed. Matthew Polesetsky. San Diego: Greenhaven, 1991. 169-175. Print.
- Maple, Terry L. *Psychology is Alive and Well at the Zoo*. 1999. Web. 31 Oct. 2001.
- Shark Week: 20th Anniversary Collection*. Dir. Jeff Kurr. Perf. Frank Mundus, Corey Sosner. 2007. Discovery Channel, 2009. DVD.
- "Shark." *Compton's Encyclopedia*. 2002 ed. Print.
- Woods, Arthur. "Great White Sharks, Are They Really Dangerous?" *Science News*. 23 Jan. 2002: 15-18. Print.
- Woods, Arthur. *Wonders of Sharks*. Chicago: Children's Press, 2001. Print.

NOTE: Your completed works cited page will look like the example above.

1. Center the words "Works Cited" one-inch from the top of the page.
2. Alphabetize the works cited entries; do not number them.
3. Do not indent the first line of the entry, but begin at the left margin. Use the hanging indent for the second and following lines.
4. Double-space between entries and within entries.

CORRECT FORMAT FOR TYPING YOUR PAPER

Heading and Title of the Paper

A short research paper does usually need a title page. Instead, begin one inch from the top of the first page and flush with the left margin. Type your name, your teacher's name, the title of the course with period it meets, and the date on separate lines. Double-space between the lines. Double-space again and center the title. Double-space also between lines of the title (if it has more than one line), and double-space twice between the title and the first line of the text.

Do not underline your title, or put it in quotation marks or type it in all capital letters. Follow the rules for capitalization, and underline only those words you would underline in the text.

Sample First Page of Paper Without a Title Page

Sally Williams
Mrs. Gordon
8th grade English, Period 3
October 15, 2004

The Life and Writing of Chris Crutcher

Chris Crutcher had many experiences that influenced the novels he would write later. According to *Current Biography*, he went to a very small high school in Cascade, Idaho where he played three sports – football, basketball and track. Because of this, most of his novels have high school sports as the setting. A book he had to read, *To Kill A Mockingbird* by Harper Lee, influenced him to write stories about justice and injustice. At Eastern Washington State College he was on the swim team while he earned his B.A. degree in 1968. *Stotan!* is about friends on a swim team (71).

Sample Text Page (not page one)

Williams 2

After teaching at an alternative high school for three years, he worked as a child and family therapist in Spokane, Washington for 13 years beginning in 1982. While Mr. Crutcher was involved with helping young people suffering from emotional issues such as abuse, divorce, struggles with parents, teen pregnancy and racism, he began writing novels that often featured kids in dysfunctional families.

Critics often say that it is the realistic characters, action and teen conversations in Crutcher's novels make his books so popular with teenagers (McDonnell 8).

Among Chris Crutcher's novels are *Staying Fat for Sarah Byrnes*, *Running Loose*, *Stotan!*, *Chinese Handcuffs* and *Iron Man: A Novel*. His book of short stories is called *Athletic Shorts: Six Short Stories*.

If your research paper is longer, or if your teacher asks for it, you may have a title page. That page contains three main parts: the title of the paper, the author and the class information and the date. Use the following form:

1. If the title takes two or more lines, double-space and balance the lines on the page.
2. Write the title in capitals and lowercase letters without underlining it or enclosing it in quotation marks. However, do underline published works that appear as part of your title. Do not use a period after a centered heading.
3. Place your full name below the title, usually in the center of the page.
4. Centered below your name, put the name of the class with period it meets, the teacher's name, and the date.
5. Put each item on a separate line.

Allow a balanced, two-inch margin on all sides of the title page.

Sample Title Page

The Life and Writing of Chris Crutcher

Sally Williams

8th grade English, Period 3

Mrs. Gordon

October 15, 2004

Style

1. Print in black on white paper.
2. Use an easily readable font (*Courier*, Times New Roman or *Arial*) in 12 point.
3. Do not use abbreviations or contractions. For example, use *until* rather than *till*; *because* rather than *cause*, *cannot* rather than *can't* and *I will* rather than *I'll*.
4. Write out numbers under one hundred and write out symbols. For example, use *ninety* rather than *90*, *101* rather than *one hundred one*, *percent* rather than *%* and *degree* rather than *°*.
5. Use only one space between words and no spaces before punctuation marks.
6. Use one space after a semi-colon or comma. Use two spaces after end punctuation, such as periods and question marks.
7. Staple all pages in order with the title page on top (unless otherwise directed.)

Margins

1. Use one-inch margins on all edges of the paper. (Most word processing programs default to one-inch margins.)
Indent the first word of a paragraph five spaces from the left margin.

Spacing

1. Double-space throughout the paper, including the "Works Cited" page.
2. Do not leave extra lines between paragraphs in the paper.

Page Numbers

1. Number the pages in the upper right-hand corner, one-half inch from the top.
2. Beginning with page two of the actual paper, type your last name before the page number as a precaution in case pages are misplaced.
3. Do not punctuate page numbers by adding a period, a hyphen, or any other mark of symbol (such as the abbreviation "p.").