MASH
Research Guide

Now with MEL-Con!

An online version of this guide can be found on
the Library Media page under Research Help

Table of Contents

Introduction

Collecting information is a challenge that faces students in many high school classes. The MASH Research Guide has been designed to help students work on research projects by providing information that can be used in a variety of subject areas in both MLA (Modern Language Association) and APA (American Psychological Association) research styles for Parenthetical References and the Works Cited page. The Guide also gives useful information about the high school Academic Honesty policy, guidelines for multimedia projects and copyright information, paper formatting guidelines, and MEL-Con. Access the online version of this guide through the MASH Internet Start Page or Library/Media link at <http://www2.medford.k12.wi.us:8400/index.htm>. The website contains the entire booklet (no passwords are posted online), additional citation examples and links to writing and citing web sites.

If you have any suggestions about the Guide, please contact
the MASH Library staff.

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Medford Area Public School District
Medford Area Senior High School
Academic Honesty

Medford Area Public School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments and the original creation of projects, papers, compositions and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-inclusive) of violations of the academic honesty policy:
- Cheating on a test
- Plagiarism –using the ideas of another as one's own without acknowledgement of the source (downloading materials from the internet, using an author's ideas without crediting the author or the source)

> ### What is plagiarism?
> Plagiarism is intellectual theft and is a serious offense. People who engage in plagiarism are not only cheating themselves and their classmates, but have a serious problem with self-integrity. Types of plagiarism according to the *Write for College* text include the following:
> 1) "Copying word for word without quotation marks or acknowledging the author or the source,"
> 2) "Use of some key words or phrases without quotation marks or acknowledging the author or the source,"
> 3) "Paraphrasing, giving no author or source credit," and/or
> 4) "Using an author's idea without crediting the author or the source."

- Submitting another person's work as one's own
- Copying another student's work (test, quiz, homework, project)
- Allowing another student to copy your work

First Offense in a Class:
- Zero for educational product
- The student will not be given an opportunity to make up the assignment or complete extra credit
- File Code of Conduct Form

Second Offense in a Class:
- Zero for educational product
- The student will not be given an opportunity to make up the assignment or complete extra credit
- File Code of Conduct Form
- Offer a conference with parents, teacher and student
- Notification of incident to the building principal and counselor
- Recommend review for removal from National Honor Society if applicable

MASH Library/Media Technology
Web Resources
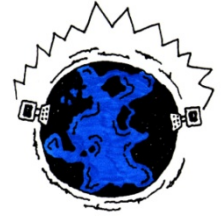
Use these resources from any computer with Internet access.

> **You can find links to these resources on the**
> **MASH Internet Start Page**

Destiny – Use our new card catalog to locate books, audio books, videos and e-books. Destiny even builds citations for you. Log in (same as Student Access) to renew your books, check due dates, keep shelves of books to read, write reviews and recommend books to friends. Try the OneSearch option to search the card catalog and many of the sources listed below with one query.

Grolier's Online Encyclopedias - Search *Encyclopedia Americana* (history strength), *Grolier's Multimedia* and *The New Book of Knowledge* from one keyword search. Also use *Lands and People* (world culture/ history) and a Spanish Encyclopedia. At school: username: medford; password: schools. At home: username and password: mapsd.

Badgerlink: EBSCOHost - Access thousands of full-text magazine articles. Choose one or more database to search. MasterFile Premier offers 2,000 of the most often used magazines.

Badgerlink: EBSCOHost Newspaper Source Plus – Newspapers from around the world, updated daily.

Facts-on-File World News - Facts on File provides world news articles and is effective for government, business and economic issues. Home access: username: medford; password: raiders.

SIRS Online – SIRS online delivers hundreds of full text articles concerning social issues such as psychology, health, sociology, and drug abuse. Reads to you and cites for you. Username: WI0492H; password: 54451.

CQ Researcher Online – Provides in-depth information on current topics, particularly useful for persuasive and argumentative assignments. Background, chronology, yes/no debate, high quality graphics found here. Home and school access username: medss; password: cqro.

Soundzabound - Hundreds of music clips to download and insert into your PowerPoints and movies. Access on Badgerlink, no username or password needed.

History Databases - Articles, maps, biographies covering World, American Indian and American history. Home and school access username: medford; password: raiders.

Badgerlink: Newspaper Archive - Offers access to thousands of newspaper articles back to the 1700's. The articles are in pdf format.

Fair Use Guidelines for
Student Multimedia Projects

Fair use allows you to use a limited amount of media in your schoolwork without requesting permission from the copyright holder.
1. Stay at or within these guidelines
2. Cite your sources
3. Put this required fair use message on the opening screen:

> *Certain materials are included under the fair use exemption of the U. S. Copyright Law and have been prepared according to the fair use multimedia guidelines and are restricted from further use*.

All multimedia content must be legally acquired. Burned CDs, DVDs, and most Internet downloads are not legal copies, unless you paid for the content. Use original media, media that you paid for or royalty-free music for presentations. Links to Soundzabound online and other copyright-free music sites are available on the MASH Internet Start Page.

When using copyrighted media, follow these limited guidelines:

MOTION – a movie	10% or 3 minutes (lesser of)
TEXT	10% or 1,000 words (lesser of)
MUSIC, LYRICS, MUSIC VIDEO	10% never more than 30 seconds
ILLUSTRATIONS AND PHOTOS	No more than five images by one artist, no more than 15 from one collection of different artists. Books and websites would normally be considered a collection and you could use 15 examples without writing for permission. If all the photographs are by the same photographer, you need to limit yourself to five pieces.

Any time you exceed the above guidelines you must contact the copyright holder. A sample letter requesting permission can be found online at the Copyright and Fair Use Café: http://www2.medford.k12.wi.us:8400/Copyfair/Forms.htm. This site also contains more detailed information on copyright or you may contact Mrs. Eloranta with your questions.

Multimedia presentations you prepare for school may be kept as part of your personal portfolio and used to document your high school accomplishments (ie. job interview, college acceptance). Copyrighted material may not be used beyond these limited applications without further permission from the copyright holder.

MLA Parenthetical References

The most widely accepted way to give sources credit within the body of your paper is through parenthetical references. To give sources credit for specific pieces of information whether summarizing, paraphrasing, or direct quoting, simply insert source information in parentheses at the end of the sentence in the paper. Parenthetical reference information will reflect the complete source information listed on the **Works Cited** page at the end of the paper. (sample page 24)

MLA Parenthetical Citations (widely used in English and history).

The *MLA (Modern Language Association) Handbook for Writers of Research Papers* parenthetical references usually consist of the author's last name (or if no author is given the shortened title) and the page number where the information is found.

1. <u>One author--citing part of a work:</u>

Genetic engineering was dubbed "eugenics" by a cousin of Darwin's, Sir Francis Galton, in

1885 (Bullough 5).

2. <u>One author--citing part of a work that is a direct quote.</u> Author's name not included in the text:

Some experts believe that affirmative action is not helpful, "Opponents of affirmative action

claim it actually hurts some minority students" (Fineman 36).

3. <u>Citing a work with two authors when names are not included in the text.</u> Give the last name of each author in the same order that they appear in the Works Cited.

Students learned more than a full year's Spanish in ten days using the complete supermemory

method (Ostrander and Schroeder 51).

4. <u>Three or more authors</u>. Give the last name of the first author listed, use et al to indicate that there are additional authors.

Invasive species are now located in all the Great Lakes as well as the Mississippi River

(Smith et al 46).

5. <u>Anonymous book or work.</u> When there is not an author listed, give the title or shortened version of the title as it appears in the Works Cited.

Statistics indicate that drinking water can make up 20 percent of a person's total exposure to

lead (Information 572).

6. <u>Web sites</u> . Use author if available. If no author is listed use the title. Occasionally these sources do not have authors or titles. In this case, use a shortened form of the web address up to the first slash.

Panelists agreed that age was not a primary concern in looking at job candidates

qualifications (Enelow).

The use of stem cells in genetic research is a controversial technique throughout the world

(www.stemcellresearch.org).

7. <u>One author citing a complete work.</u> You do not need a parenthetical reference if you identify the author in the text.

In *No Need for Hunger*, Robert Spitzer recommends that the U. S. government develop a new

foreign policy to help Third World countries overcome poverty and hunger.

8. <u>If you do not identify the author in the text you must list the name in parentheses.</u>

No need for Hunger recommends that the U. S. government develop a new foreign policy to

help Third World countries overcome poverty and hunger (Spitzer).

9. <u>When citing a direct quote of four or more lines, the direct quote is formatted in a special manner.</u> Put the parenthetical citation outside the end punctuation mark of the quotation itself. Double space before the quote as throughout the paper. The quote is indented 1 inch on the left, no quotation marks are used (unless dialog is present), the entry is double spaced, end punctuation occurs after the reference, and the quote is introduced with a colon when necessary by context:

No one in Washington can be as ominously sympathetic as Dick Cheney. He

was that way last week, when he placed a call to Theodore Olson, solicitor

general. President George W. Bush was preparing to take a politically

explosive step, filing friend of the court briefs opposing racial

preferences in admissions. (Fineman 27)

MLA Guidelines for
Works Cited

MLA updates were published in 2009. You may now abbreviate months of the year (except for May, June and July) and drop the <url> on web citations. End each citation includes either Print or Web. Additional examples of MLA works cited guidelines are included in the online version of the MASH Research Guide on the MASH Library Media website.

You may also consult the MLA Handbook for Writers of Research Papers in the MASH Library or ask your teachers, or library staff.
See page 26 for an example of a Works Cited Page.

PRINT SOURCES

NOTE: The new Destiny card catalog builds citations for you. Locate your items, put them in a list and choose the citation options at the bottom of the list. Edit for capitalization.

Books

Book with One Author or Editor (when using editor, if no author is given, include **ed.** after the editor's name)

Form:
Author last name, first name. *Title*. City: Company, Year. Print.

Examples:
Eloranta, Patricia. *Powerpoint Made Easy*. New York: Glencoe, 2009. Print.

Paff, Brad, ed. *Rockets for Everyone*. Chicago: Prentice Hall, 2010. Print.

Book with Two Authors (same basic format as above)
Example:
Heikkinen, Becky and Patricia Greiner. *How to Document Sources Correctly*.

Englewood Cliffs, New Jersey: Prentice Hall, 2009. Print.

Book with More than Two Authors (same basic format as above)

Example:
Swedlund, Tracy, et al. *APA Documentation*. New York: Science Teachers of

America, 2010. Print.

Reference Book in a Set, one article (i.e. *Great Athletes, Biography Today, Popular Musicians*)
>Form:
>Author. "Article Title." *Title of Set.* Volume #. City: Company, Year. Print.

>Example:
>Hagen, George. "Muhammad Ali." *Great Athletes.* Volume 3. New York:

>>Glencoe, 2010. Print.

Short Story from a Textbook or Anthology
>Form:
>Author of story. "Title of Story." *Title of Textbook or Anthology*. First

>>Author or Ed, et al. City: Company, Year. Pages. Print.

>Example:
>Hawthorne, Nathaniel."Young Goodman Brown." *Themes in World*

>>*Literature*. Ed. George P. Elliott, et al. Boston: Houghton Mifflin,

>>2010. 26-37. Print.

Selection from Taking Sides, Pro/Con, At Issue, Opposing Viewpoints, Article within a book.
>Form:
>Author of selection. "Title of Selection." *Title of Series.* Edition. Ed. Editor's

>>Name. City: Company, Year. Pages. Print.

>Example:
>Boaz, David. "A Drug-Free America – or a Free America?" *Taking Sides:*

>>*Clashing Views on Moral Issues.* Eighth Edition. Ed. Steven Satris.

>>Guilford, CT: McGraw-Hill/Dushkin, 2009. 188-195. Print.

<u>**Encyclopedia**</u>
>Form:
>Author. "Article Title." *Encyclopedia Name.* Year. Print.

>Examples:
>Baker, Ralph. "Ozone." *World Book Encyclopedia*. 2010. Print.

>"Ozone." *Encyclopedia Americana*. 2008. Print.

MLA Guidelines for
Works Cited continued

CQ Researcher Binder

Form:

Author. "Title of Article." *CQ Researcher* Date of article: Page Numbers. Print.

Example:

Koch, Kathy. "Road Rage." *CQ Researcher* 10 Sept. 2008: 206-213.

Print.

Magazine and Newspaper Articles

Print articles from physical paper magazines or newspapers

Form:

Author. "Title of Article." *Title of Magazine or Newspaper* Date of Magazine

or Newspaper: pages. Print.

Examples:

Nazer, Corey. "Social Studies Students Are The Best." *Time*

10 Aug. 2008: 20-27. Print.

Koffman, George. "Taylor County Fair." *The Star News* 12 Jul. 2009: B7.

Print.

Online Sources

WebSite: No separate news articles, just a webpage with or without author. URL is optional, use if a teacher requires it. Use N.p., for no publisher, use n.d. for no date.

Form:

Author. *Title of webpage.* Publisher, Date of webpage. Web. Date of access.

Examples:

Eloranta, Pat. *Copyright Kiosk.* Medford Area Public Schools, 9 July 2008. Web. 12

Dec. 2010. <http://www.medford.k12.wi.us/copyright.html>.

Kite Flying. N.p., 9 July 2014. Web. 12 Dec. 2015.

Visit New Mexico. New Mexico Tourism Bureau, n.d. Web. 6 Aug. 2015.

MLA Guidelines for
Works Cited continued

Web Site Article*:* Article or single page of a larger site, not part of database.
Form:
Author. "Title of Article." *Title of webpage.* Publisher, Date of Article.

Web. Date accessed.

Examples:
Jones, Edward. "Recycle your Electronics." *SciTech.* Science Tech Corp., 12 Nov.

2009. Web. 4 Dec. 2009.

"Koi." *Wikipedia.* Wikipedia Foundation, 3 March 2015. Web. 4 April. 2015.

Online Magazine (not originally printed in paper, posted directly to web)
Form:
Author. "Title of article." *Title of webage.* Publisher*,* Date of webpage. Web. Date

accessed.

Example:
Norman, Richard. "Recycle your Electronics*." TechTalk.* N.p., 20 Jun. 2010. Web. 14

Aug. 2010.

Articles from MASH Internet Databases: *Ebscohost from Badgerlink, Today's Science, SIRS, CQ Researcher, Contemporary Authors*) NOTE: 2 items in italics and no punctuation after the name of the magazine or newspaper.
Form:
Author. "Title of Article." *Title of Magazine or Newspaper* Date of Article: Pages.

Name of Database. Web. Date accessed.

Examples:
Hansen, Brian. "Big-Box Stores." *The CQ Researcher* 8 Oct. 2009.

CQ Researcher Online. Web. 10 Oct. 2010.

 Jung, Alyssa. "A Lens On Adoption." *Reader's Digest* 18 Jan. 2015: 8. *MAS Ultra -*

School Edition. Web. 9 Apr. 2015.

Pheifer, Pat. "All the Kids Are My Color." *Star Tribune* 03 Aug. 2014: N.1. *SIRS*

Issues Researcher. Web. 09 Apr. 2015.

MLA Guidelines for
Works Cited continued

Online Book

  Form:

Author. *Title.* City: Company. Date. *Source.* Web. Date accessed.

  Example:

Norman, Richard. *The Moral Philosophers*. New York: Oxford University Press,

   1998. *NetLibrary*. Web. 14 Aug. 2007.

Online Encyclopedia: (Grolier's - *New Book of Knowledge - NBK, Grolier's Multimedia Encyclopedia - GME,* and *Encylopedia Americana - EA, Lands and People -* LP)

  Form:

Author. "Article Title." *Name of Encyclopedia.* Publisher,Year. Web. Date of access.

  Example:

Sitkoff, Harvard. "Obama, Barack." *Grolier Multimedia Encyclopedia*. Grolier

   Online, 2011. Web. 7 Dec. 2012.

Online Images:

  Form:

Artist if available. "Name or description of photograph." Media Type. Date of image.

   Title of larger site. Web. Date of download.

  Examples:

"Bill Gates at Conference." Photograph. 5 December 2009. *Microsoft*. Web. 18 Mar.

   2010 .

Pasma. "Sunflowers." Photograph. 9 September 2007. *Flickr*. Web. 2 May 200

Email Messages:

  Form:

Author of email. "Subject of email." Message to Name receiving email. Date of

   Email. E-mail.

  Example:

Lindau, Lynn. "Tips for Writing the Research Paper." Message to Pat Eloranta. 10

   Oct. 2014. E-mail.

MLA Guidelines for
Works Cited continued

Online Sound

Form:

Artist if available. "Description or title of sound." Date of sound. *Title of larger site.*

Web. Date of download.

Example:

"Reflections on Apollo." 5 Dec. 2009. *Apollo Flight.* Web. 5 Sep. 2010.

Online Video Clip

Form:

Artist if available. "Description or title of video clip." Date of video.

Title of larger site. Web. Date of access or download.

Example:

"Impromptu piano duet." 6 May 2001. *YouTube.* Web. 5 Mar. 2010.

Other Formats

E-Book on a Kindle, Nook or iPad

Form:

Author. *Title.* City: Company, Year. Type file.

Example:

Slawenski, Kenneth. *Going Home.* New York: Random, 2011. EPUB file.

Videotape or DVD

Form:

Title. Company, Year. Type.

Example:

Seasons in the Sea. National Geographic, 2000. DVD.

Interview

Form:

Name of Person. Personal Interview. Date.

Example:

DeBruyne, Kristie. Personal Interview. 4 Dec. 2011.

Song from a CD

Form:

Artist. "Song Title." CD Title. Company, year. Type of media.

Example:

Simon, Paul. "Me and Julio Down by the School Yard." Concert in the Park. Warner
Bros., 1991. CD.

APA Parenthetical References

The most widely accepted way to give sources credit within the body of your paper is through parenthetical references. To give sources credit for specific pieces of information whether summarizing, paraphrasing, or direct quoting, simply insert source information in parentheses at the end of the sentence it is used in the paper. Parenthetical reference information will reflect the complete source information listed on the **Works Cited** page at the end of the paper.

APA Parenthetical References (widely used in science, psychology, sociology, political science, and journalism).

The *Publication Manual of the American Psychological Association* parenthetical references style is sometimes called the "Author-date" system because both the author and the date of the publication must appear in the parenthetical references.

1. One author--citing a complete work or part of a work.

According to a recent article (Fishman, 1995), six thousand children…

2. Citing a work with two or more authors. In APA style, all authors (up to as many as five) must be mentioned in the text citation.

Perceptions of popularity can be linked to a teenager's adjustment to his or her surroundings

(Reinherz, Frost, & Cohen, 1994).

3. One author--citing part of a work that is a direct quote without the author's name in text.

She stated, "The 'placebo effect'…disappeared when behaviors were studied in this manner"

(Miele, 1993, p.276), but she did not clarify which behaviors were studied.

4. One author--citing part of a work that is a direct quote with the author's name in text.

Miele (1993) found that "the 'placebo effect'…disappeared when behaviors were studied in

this manner" (p.276), but she did not clarify which behaviors were studied.

5. Web sites . Use author and year of publication. If no author is listed, use the title and year of publication. If the site is not dated, use the year of download.

Panelists agreed that age was not a primary concern in looking at job candidates'

qualifications (Enelow, 2003).

The use of stem cells in genetic research is a controversial technique throughout the world (Stem Cell Research, 2003).

APA Guidelines for
Works Cited Page

Print Sources

Book

Book with One Author
Form:
Author. (Year). <u>Title</u>. City: Publisher.

Example:
Eloranta, P. (2000). <u>Powerpoint Made Easy</u>. New York: Glencoe.

Book with Two Authors
Form:
Authors. (Year). <u>Title.</u> City: Publisher.

Example:
Beck, C.A.J. & Sales, B.D. (2001). <u>Family mediation: Facts, myths, and</u>

<u>future prospects</u>. Washington, DC: American Psychological

Association.

Reference Book in a Set (i.e. <u>Great Athletes</u>, <u>World Crime and Criminals</u> <u>Biography Today</u>)
Form:
Author. (Date) Article Title. <u>Title of Set</u>. Volume Number, Pages. City:

Publisher.

Example:
Barrington, S. (2002). Lizard, Blunt Nosed Leopard. <u>Endangered Animals</u>.

Vol. 6, pp. 36-37. Danbury, CT: Grolier Educational.

APA Guidelines for
Works Cited continued

Print Encyclopedia

Form:

Author. (Year). Article Title. In <u>Encyclopedia Name.</u> (Edition or Volume,

page numbers). City: Publisher.

Examples:

Print with author

Bergmann, P. G. (1993). Relativity. In <u>The New Encyclopedia Britannica</u>

(Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Print - no author

Relativity. (1993). In <u>The New Encyclopedia Britannica</u> (Vol. 26, pp. 501-

508). Chicago: Encyclopedia Britannica.

Magazine and Newspaper Articles

Form:

Author. (Date). Title of Article. <u>Title of Magazine</u>. Volume Number, pages.

Example:

Raymond, Tim. (2000, August 10). Social Studies Students Are The Best. <u>Time</u>. Vol.

290, pp. 20-27.

Abstract (Abstract as original source)

Form:

Author(s). (Year). Article title [Abstract]. <u>Title of Journal</u>, Volume Number, page

number.

Example:

Woolf, N.J., Young, S. L. Fanselow, M.S. & Butcher, L.L. (1991). MAP-2

expression in cholinoceptive pyramidal cells of rodent cortex and

hippocampus is altered by Pavlovian conditioning [Abstract]. <u>Society for

Neuroscience Abstracts</u>, 17, 480.

APA Guidelines for
Works Cited continued

<u>Online Sources</u>

<u>Online Magazine Articles</u>

Form:

Author. (Date). Article Title. <u>Name of Magazine.</u> Internet Source. Retrieved Date,

from internet address.

Example:

Jones, Edward. (2000, November 12). Science is Fun. <u>Newsweek</u>. ProQuest.

Retrieved December 4, 2002, from http://www.sks.com.

<u>Online Encyclopedia:</u> (Groliers site - <u>New Book of Knowledge</u>, <u>Grolier's Multimedia</u> <u>Encyclopedia</u> and <u>Encyclopedia Americana</u>.)

Form:

Author. (Year). Article Title. [Electronic Version]. <u>Name of Encyclopedia,</u> Volume,

Page numbers. Retrieved Date, from address.

Example:

Vaughn, R. (1999). Ozone Depletion [Electronic Version]. <u>Encyclopedia Americana,</u>

5, 117-123. Retrieved November 20, 2002, from http://ea.grolier.com.

<u>Web Site</u>

Form:

Author. (Date). <u>Title of item</u>. Retrieved Date, from website address.

Example:

Eloranta, P. (2000). <u>Copyright Kiosk</u>. Retrieved December 4, from

http://www.medford.k12.wi.us.

Example with no author:

<u>Wisconsin Department of Natural Resources</u>. (2003). Exposure of skin to wild

parsnip and sun can cause burns. Retrieved June 19, 2003, from

http://www.dnr.state.wi.us/.

APA Guidelines for
Works Cited continued

Other Formats

<u>Video</u>

Form:
Producer or Director (Year). <u>Title.</u> [Type]. Country of Origin: Company.

Example:
Harrison, J. (Producer). (2002). <u>You Can Count On Me</u> [Motion picture].

United States: Paramount Pictures.

<u>Interview</u>

Form:
Personal interviews should be cited in text only.

Example (text only):
T.K. Lutes (personal communication, June 19, 2003) stated…

<u>Photograph from the Internet</u>

Form:
Name or description of photograph. (Date). [Online Image] Retrieved Date,

from address.

Example:
Bill Gates. (2003, March 18). [Online Image] Retrieved June 19, 2003, from

http://msn.cwusa.tv.

Formatting Guidelines

Written Reports

Font Choice: Choose a serif (with bars) font for the body of your document. Examples include: Times New Roman, Bookman, Lucida Bright

Choose a sans serif (without bars) font for main headings and larger text. Examples include: Arial, Tahoma, Verdana

Stay away from decorative fonts if they don't fit your content

*Font Size***:**   10 to 14 point depending on font selection

*Margins and Spacing***:**   1 to 1.25 inches left and right; 1 inch top & bottom. If bound down the left side, a 1.25 inch left margin is recommended. Indent paragraphs ½ inch (first-line indent) and double space.

*Page Numbering***:**   Header or Footer centered or at the right margin. First page of body is not numbered.

*Use of Graphics***:**   Use graphics only if appropriate to your content. Check with your instructor before incorporating pictures, charts, etc.

*Long Quotations***:**   Four or more lines is considered a long quotation and quotation marks are not used. Single-space and indent ½ inch from both left and right margins. Full justify the text. Introduce the quote with a colon. Use end punctuation after the quote. No punctuation is needed after the citation.

*Hyperlinks***:**   Hyperlinks are not underlined in a report. Your word processing software provides an option to turn off automatic underlining.

*Works Cited Page***:**   Include a centered title *(* i.e. Works Cited*)* for this page. Alphabetize sources by first word; do not number. Do not organize by type. Double-space between citation and entries (each line). All lines after the first are indented (hanging indent). SEE an example Works Cited on page 24.

*Title Page***:**   Main title should be 1/3 down the page; Author, Teacher, Course, Date 2/3 down the page double-spaced; all text is centered. Do not number this page. SEE an example of a Title Page on page 22.

Formatting Guidelines continued

PowerPoint Presentations

- 6 x 6 rule (strive for no more than 6 bullets per slide, 6 words per bullet)
- No more than 3 slides of the same layout in a row
- Font size should be at least 32 point to be seen in a presentation
- Darker backgrounds work best for projecting presentations in a room with low lighting
- Choose a light background for a well-lit room or viewing on a computer monitor
- Choose colors that connect to your content
- Images should add meaning
- Avoid transitions, sounds, and animations that are distracting; use them sparingly
- Include a fair-use statement (see page 4) on the title slide and a Works Cited slide at the end of your show
- Practice presentation using actual equipment prior to formal delivery
- Printing a PowerPoint
    - Choose Print
    - Locate the Print What box and change to handouts
    - Choose 3,4,6 or 9 slides per page
    - Choose the black and white printer
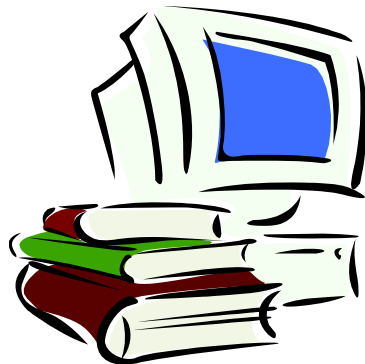
Checklist for citations

☐ Works Cited at the top, center
☐ All fonts and styles the same
☐ All important words capitalized
☐ Italics for titles of books,web pages, databases and magazines
☐ Internet dates in this format: 5 Sept. 2013. (may abbreviate months longer than 4 letters)
☐ Web is used for all online sources; Print for printed material
☐ Punctuation at the end of each piece and period the end of the citation
☐ Quotes around names of articles
☐ Alphabetical order by first word (exclude A, An, The)
☐ Double space between all lines
☐ Use hanging indentation if longer than one line

Works Cited Rubric

_____/1	Correct Citation format used	_____MLA _____APA
_____/2	Title _____ centered _____ titled Works Cited	
_____/2	Font _____ same size for entire document _____ same style for entire document	
_____/5	Alphabetical Order	
_____/2	Spacing _____ hanging indentation _____ double spaced on whole page	
_____/8	Each Citation _____ dates in correct format _____ all information is present and necessary _____ all information is in correct order _____ all punctuation is correct	
_____ /20	**TOTAL**	

MEL-Con: Writing Effective Paragraphs

How do you answer and essay question on a test?
How do you support and idea or opinion in writing?
How to you give information in writing so that it is clear to your audience?

THE ANSWER: MEL-Con

What is MEL-Con?

M	**=**	**Main Idea (Topic Sentence)**
E	**=**	**Evidence (Support/Examples/Proof)**
L	**=**	**Link (Explain how support proves the main idea)**
Con	**=**	**Conclusion Sentence**

Why should I care about MEL-Con?

1) It's a requirement of the school. So, you will use it in every class for the rest of your high school career.

2) It will help you become a better writer

3) Most importantly, it helps you become a clear and logical thinker, a skill you will need for the rest of your life.

MEL-Con Paragraph: Graphic Organizer

M = Main Idea (topic sentence/claim)	L= Link (<u>Your</u> explanation of how the example link to or supports the main idea. This is your warrant. Be sure to use the key words from your main idea)
E = Evidence/example (facts, quotes, etc.)	Con= Concluding statement (a one sentence summary of your main ideas and examples all on one sentence)

→	**M** Main Idea Topic Sentence
Transition to 1st example	**E**
	1st example or evidence
	L Your linking of the example to the main idea
Transition to 2nd example	**E**
	2nd example or evidence
	L Your linking of the example to the main idea
Transition to 3rd example	**E**
	3rd example or evidence
	L Your linking of the example to the main idea
Transition to conclusion	**Con** Rephrase your main idea and summarize your examples

Transitions 101

Within a Paragraph

<u>In place of "first," try using:</u>

One good example is
An interesting face is
First of all
Initially
One piece of evidence that points to this is
The first good piece of evidence is
One way to look at this is through
One example that proves this is
One example that suggests this is
There are several examples that show this, the first is
First and foremost
A good first example of this is
It is important to first note that
One notable example is
The first indication of this is
To begin with
When looking over the evidence, the first example is
One reason is
One way this is try is
In the beginning
One the one hand, there is
A great example is
One example that stands out is
Probably the best example to start with is
The best pace to begin is
This can first be seen when
For example
The first instance that comes to mind is when
The can clearly be seen when

<u>In place of "second," try using:</u>

Another good example is
Another interesting fact is
Secondly
Furthermore
A great second example is
Another good piece of evidence is
Another way to look at this is through
Another great example that supports this is
Second and even more important is
The second good example is
Yet another piece of evidence is
Another indication of this is
Still
Even so
The next example
On the other hand, there is
Even more compelling is
In the same way
Another example that stands out is
Similarly
Likewise
Along with that, there is
Moreover,
In addition
Adding to that
Then again, a stronger example is
Also
In that same light
Even more interesting is
Beyond the first example is
To make and even stronger case, there is
Equally interesting was
To add even more fuel to the fire
To add another even more powerful fact
Another strong indication is when
Another quote that supports this is

In place of "third," or "lastly" use:

A final example (fast, reason)
Last of all
A final great example is
The final good piece of evidence is
The last example that proves this is
The last example that helps support this is
Third and most importantly
Yet the best reason is
Yet the best piece of evidence is
The last indication of this is
Most compelling is
The best and final reason is
On top of all this
The last example (idea, reason, etc)
Best of all
The final example to note
The last example that stands out is
Most importantly
Along with the first two examples, is
In addition to these two reasons,
Adding to those
In addition to those
Still another great example is
The strongest example is
But most conclusive is
In that same light
A perfect final reason is
The last place this can be seen is
The best way to really show this is true is
This is best seen in the part where
Yet the best quote that shows this is

In place of "in conclusion," use:

So, it is clear to see that
Summing this whole thing up
Accordingly
Consequently
This
As a result
Therefore
So
The evidence clearly points to
All this put together means
Put it all together and
The best way to sum it up is
With all this
The three examples,…, prove
And so therefore
For all these reasons,…, one can see
This all adds up to one conclusion
So, when studying all of the reasons, one can see
With all this in mind
Due to all of these reasons
Taken together, we must believe that
One can see that
The evidence is clear
No one can argue that
And so it is
Yes! It is truly evident
Truly
To reemphasize
To repeat
Again
Indeed
Of course
There is no doubt
There is no argument
With all of these examples
In total
When looking at all of the possibilities
Clearly
Yes! It is true then
So, when looking at the facts, it is evident that

Parents Help Babies Learn Language Skills

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3 October 2012

Parents Help Babies Learn Language Skills

Babies develop language skills easily, and parents can help that development. *To begin with*, **oral language develops by listening to parents talk.** Babies are making copycat sounds by the age of eight months. By the time they are twelve months old they can usually say eight to twelve words. By age two, babies are learning eight new words each day from their parents. *In addition to saying words*, **parents help babies develop phonemic awareness**. Babies are very good at distinguishing phonemes, which are the small units of sound that make up words. Because of this, they can easily learn different languages at a very young age. Most phonemic learning comes from listening to adults talk to them. *Besides speaking and phonemic skills,* **parents can help babies learn comprehension skills, which are very important to language development.** Comprehension is helped when parents read to their children. Discussing the story with the child is very important. It also increases comprehension by pointing out clues in the story's pictures and relating the story to the child's life. *Obviously,* parents play a very important part in the development of language skills in babies as they model speech, develop phonemic awareness and teach comprehension.

Main Idea is underlined
Transitions are in italics
Evidence statements are in bold
Links are in normal text
Concluding statement is underlined

Works Cited

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