

North Central Charter Essential School

STYLE GUIDE

The official guide to writing a NCCES paper using Modern Language Association (MLA) citation.

Manuscript Format

- ❑ Papers must be typed and double-spaced on standard paper (8.5" x 11").
- ❑ Margins must be between one and one and one-half inch on all sides.
- ❑ Paper Identification includes name, class, date, and assignment, single-spaced in the upper right hand corner of the first page.
- ❑ Title is centered.
- ❑ Indent the first line of each paragraph one-half inch (five spaces) from the left margin.
- ❑ Two spaces after each sentence.
- ❑ Number all pages using Arabic numerals in the upper right corner, one-half inch below the top edge.
- ❑ Place your last name before each page number.

SAMPLE:

Name 1

Name

Instructor's Name

Course Title

Date (8 September 2006)

Title

The paper starts here. Indent the first line of each paragraph. Double-space after the end punctuation of each sentence. Maintain double-spacing throughout the paper.

Please refer to MLA Style Manual (available in the library) for information regarding grammar, punctuation, and mechanics.

In-Text Citation

Article in a Multi-Volume Reference Book (Signed)

Gardner states that language proves crucial in categorizing the many objects, elements, and entities in the world (Smith 2:48).

Article in a Multi-Volume Reference Book (Unsigned)

Gardner states that language proves crucial in categorizing the many objects, elements, and entities in the world ("Gardner" 5:87).

Book or Signed Article

Paraphrased

Language proves crucial in categorizing the many objects, elements, and entities in the world (Gardner 64).

Direct Quote

"Language proves crucial in categorizing the many objects, elements, and entities in the world" (Gardner 64).

Book or Signed Article (Author in Text)

Gardner states that language proves crucial in categorizing the many objects, elements, and entities in the world (64).

Book or Signed Article (Two Authors)

Gardner states that, "language proves crucial in categorizing the many objects, elements, and entities in the world" (Smith and Jones 22).

CD-ROM or Internet Source

Gardner states that language proves crucial in categorizing the many objects, elements, and entities in the world (Smith par. 3).

CD-ROM or Internet Source (Unsigned)

Gardner states that language proves crucial in categorizing the many objects, elements, and entities in the world ("Gardner" pars. 3-5).

Interview

“Language proves crucial in categorizing the many objects, elements, and entities in the world” (Gardner 1/1/05).

Long Quotation

Quotations of more than four typed lines must be blocked 1” from the left margin and maintain double-spacing. The citation should be place after the final punctuation, within parentheses.

Works Cited List

Use a separate sheet of paper
Center the words, Works Cited, at the top of the page
Double-space and do not skip lines.

MLA Works Cited Citations:

Advertisement

Product. Advertisement. Publication date: page.

Lufthansa. Advertisement. Time 20 Nov. 2000: 151.

Article in a Reference Book/Essay in a Collection

Author. “Title of Article.” Title of Book. Editor. Volume. City of
Publication: Publisher, Year.

Smith, Thomas. “The Essay.” The Essay Collection. Ed. Davey Jones.
Chicago: Publisher, 1998.

Jones, Katherine. “Abacus.” Britannica Encyclopedia. Vol. 1. Chicago: Britannica,
2000.

Molesworth, Charles. “More Quixote than Giovanni.” The American Book Review.
Vol. 8, No. 6. Nov.-Dec., 1986. 1,9. Rpt. in Contemporary Literary Criticism.
Vol.49 Eds. Daniel G. Marowski and Roger Matuz, Detroit: Gale Research, Inc.,
1988. 224-225.

Article from an Online Database

Author. “Article Title.” Magazine or Newspaper Title. Publication Date:
Pages. Title of Database. Title of Database Collection. Date
Accessed. <Internet Address of Database>.

Smith, Audrey. "Intelligence." 2005. Britannica Online Reference Center. 5 Jun. 2005. <<http://www.worldbookonline.com>>.

No Author Cited

"Intelligence." 2005. Britannica Online Reference Center. 5 Jun. 2005. <<http://www.worldbookonline.com>>.

Book (Single Author)

Author. Title of book: Subtitle. City of Publication: Publisher, Year.

Gardner, Howard. The Unschooled Mind: How Children Think and How Schools Should Teach. New York: BasicBooks, 1991.

Book (Two Authors)

Smith, Thomas, and Davey Jones. Minds. New York: Publishing, 1999.

CD-ROM Source

Author. "Title of Article." Title of Software. CD-ROM. City of Publication: Publisher, Year.

Smith, Maddie. "Music." Encarta Encyclopedia 2003. CD-ROM. Redmond, WA: Microsoft, 2000.

No Author Cited

"Music." Encarta Encyclopedia 2003. CD-ROM. Redmond, WA: Microsoft, 2000.

Film

Title. Director. Performers. Studio, year.

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

Government Publication

Author. Title. City: Publisher, year.

United States Dept. of Health and Human Services. Healthy People 2010: Understanding and Improving Health. Washington: GPO, 2000.

NCCES STYLE GUIDE

9/06 Draft

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Internet Site

Author. "Title of Page." Title of Web Site. Date of Publication. Institution or Publisher. Date of Access. <Complete Internet Address>.

Smith, Jonathon. "Abigail Adams." American Women. 20 Nov. 2000. Internet Public Library. 5 Dec. 2005
<<http://www.ipl.org/ref/POTUS/jagarfield.html>>.

No Author Cited

"Abigail Adams." American Women. 20 Nov. 2000. Internet Public Library. 5 Dec. 2005
<<http://www.ipl.org/ref/POTUS/jagarfield.html>>.

Interview

Interviewee. Personal Interview. Date.

Smith, Roger. Personal Interview. 1 Dec. 2000.

Lecture or Speech

Speaker. "Title of Speech." Event. Site, City. Date.

Harris, Muriel. "Writing Labs: A Short History." 2003 Writing Center Conference. National Writing Centers Association. La Swank Hotel, Seattle. 28 March 2003.

Magazine or Newspaper Article (Print)

Author. "Title of Article." Title of Magazine or Newspaper. Date: Pages.

Smith, James. "Education." Popular Magazine. Oct. 2005: 8-15.

Pamphlet

Author. Title of Pamphlet. City, State; Publisher, year.

Office of the Dean of Students. Resources for Success: Learning Disabilities and Attention Deficit Disorders. West Lafayette, IN: Purdue University, 2000.

Reprinted Material

Anthology

Author. Title. Translator (if appropriate). Title of Anthology. Name of Editor, translator, or compiler of the book. City: Publisher, year. Page Numbers.

Smith, John. "The Moon." Selected Essays. Ed. Frank Jones. New York: Publishing, Inc., 1999. 23-48.

Loose-leaf Collection of Articles (e.g. SIRS)

Begin with original publication information, then add information for the loose-leaf volume.

Author. "Title." Publication. City: Publisher, year. Page Numbers. Title. Name of Editor. Volume. City: Publisher, year. article number.

Smith, John. "The Moon." New York: Publishing, Inc., 1999. 23-48. Solar System. Ed. Joseph Blake. Vol. 2. Boca Raton: SIRS, 1999. Art. 7.

Sound Recording

Performer. "Song Title." Songwriter. Album Title. Publisher, Year.

The Beatles. "Here, There and Everywhere." By John Lennon and Paul McCartney. EMI Records Ltd, 1966.

Television or Radio Program

"Title of Program." Series. Network. Station, City. Date Aired.

"The Blessing Way." The X-Files. Fox. WXIA, Atlanta. 19 Jul. 1998.

TV Advertisement

Company. Advertisement. Network. Date.

Staples. Advertisement. CBS. 3 Dec. 2000.







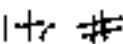



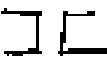


SEE the MLA Style Manual for footnotes and endnotes.

PROOFREADER'S MARKS


Northeastern University
Copyediting Marks

Boston, Massachusetts











Operational signs

	Delete
	Close up; delete space
	Delete and close up
	Insert space
	Make space between words equal; make leading between lines equal
	Insert hair space
	Letterspace
	Begin new paragraph
	Run paragraphs together
	Move type one em from left or right
	Move right
	Move left
	Center
	Move UP
	Move down
	Straighten type; align horizontally
	Align vertically
	Transpose
	Spell out
	Let it stand
	Push down type; check type image

Typographical signs

	Lowercase capital letter
	Capitalize lowercase letter
	Set in small caps
	Set in italic type
	Set in roman type
	Set in boldface type
	Wrong font; set in correct type
	Reset broken letter; check repro or film

Punctuation marks

	Insert comma
	Insert apostrophe (or single quotation marks)
	Insert quotation marks
	Insert period
	Insert question mark
	Insert semicolon
	Insert colon
	Insert hyphen
	Insert em dash
	Insert en dash

SOURCES:

Spinks, Andy. "MLA Citation Guide." 2 Jan. 2006 <http://andy.spinks.com/mla/>

"Using Modern Language Association (MLA) Format." Purdue Online Writing Lab. 2003. Purdue University. 6 Feb. 2003
<http://owl.english.purdue.edu/handouts/research/r_mla.html>.

"Copyediting Marks." Northeastern University. Boston, Massachusetts. 15 Mar. 2003.