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RESEARCH GUIDEBOOK

CITING SOURCES
HELENA HIGH SCHOOL



2017 Ed., MLA 8

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Introduction

This research style guide is designed to provide Helena High School students and teachers with formal guidelines for documentation of information used for research papers.

This brief guide is based on the *MLA (Modern Language Association) Handbook, Eighth Edition*. Students may need to consult the *MLA Handbook* for more detailed instructions about citations.



MLA uses two elements for source references: the **Works Cited** entry (the Works Cited is the reference list) and the **in-text citation** (found in parentheses right after a quotation, paraphrase, statistic, figure, or summary).

As you write and consult sources for information, always ask yourself these questions, to be sure you can provide enough information for correct references:

“Who is the author of the source?

What is the title of the source?

How was the source published?

Where did you find the source?

When was the source published?” (*MLA Handbook Eighth Edition* 13, emphasis added)

New to this edition:

The Container Format, pages 3 and 4

How to Format a Header and Create a Hanging Indent in Google Docs, pages 10 and 15.

Close Reading Strategy for Students, page 26

Personal Business Letter Example, page 27

Why and How to Cite Your Sources:

Documenting sources is part of valid academic writing. This style guide provides information about MLA, or the guidelines of the Modern Language Association for documenting sources. “Learning good documentation processes is also a key component of **academic integrity**” (*MLA Handbook Eighth Edition* 6, emphasis added). See the Helena High School website on the Academics page for the school’s definition of academic integrity, the practice of using sources responsibly.

Plagiarism: Plagiarism is the use of another's writing, videos, or graphics, without giving credit to the source. Plagiarism is unacceptable and will result in full or partial loss of credit for your work. To avoid plagiarism, give full credit to your source(s). Full credit includes in-text citations within the paper, as well as a Works Cited page at the end of the paper. Plagiarism occurs when you steal someone else’s ideas or words, leading the reader to believe that those ideas or words are yours. **Plagiarism is intellectual theft.**

Cite sources when:

- ✓ the author's exact words are used (direct quotation)
- ✓ the author's idea is used even if it isn't word for word (paraphrase)
- ✓ figures or statistics are used in the paper
- ✓ summarizing material
- ✓ using graphics or art (visual images)

Common Knowledge:

- Don't cite commonly known information that appears in several sources. For example, it is common knowledge that Neil Armstrong was the first man on the moon.
- If in doubt whether to cite the source, **CITE IT**. Over-citing in a research paper is excusable. Under-citing in a research paper is **inexcusable**.

The Big6 Skills™ Model of Information Problem-Solving

The Big6™ model provides a systematic approach to problem solving and can be applied to any research assignment. Find more information on the Helena High School home page.

- 1. Task Definition:** What am I supposed to do? What information do I need?
- 2. Information Seeking Strategies:** What are the possible sources of information I can use?
- 3. Location and Access:** Where will I find these sources? Do I know how to use them?
- 4. Use of Information:** How will I record information? How will I evaluate the information?
- 5. Synthesis:** How is the information best presented? How will I credit my sources?
- 6. Evaluation:** Is the task completed? How can I do things better?

The phrases "Big6 Skills" and "Big6 Skills Curriculum" are all copyrights of Michael B. Eisenberg and Robert E. Berkowitz. Permission is granted for full educational use of these terms provided that recognition is properly and duly noted. Permission is not granted for commercial use.

Containers and Container Elements:

Rather than having a different rule and format for every type of source that might be used as reference, MLA 8 refers to a source as a **container**. For example, a short story might be included in an anthology; the anthology is the container. Sometimes the container is itself in another container, nested. For example, the anthology might be found online at a website. The website would be the second container.



Fig. "russian-dolls"

Author: The last name of the author is given first, followed by a comma and a middle name initial, if any. When a source has **two authors**, note them in the order in which they appear in the work. The second name is given in first then last order, with *and* written between them.

Example: Collier, Christopher, and James L. Collier.

When a source has **three or more authors**, write the first author noted in last, first name order, then a comma and *et al.* (Latin for "and others"). Example: Wysocki, et. al.

For an **edited** work, write the name of the editor as you would the author's name, adding editor after. Do not abbreviate editor. Example: Beatty, Jane N., editor.

For **two editors**, use the two authors rule and the label editors (plural).

Example: Thomas, Beatrice, and Maurice Brown, editors.

Titles: **Italicize** the titles of sources that are self-contained (books and the titles of containers).

Use **quotation marks** for the titles of sources contained in larger works (articles, short stories).

(*MLA Handbook Eighth Edition* 68)

The Grapes of Wrath (book)

Encyclopedia Britannica (website)

"Saving the Best Forever" (magazine article) "Nobel Prize Roundup" (article on a website)

Other Contributors: If a participant other than the author contributes to a work, name other contributors after the title of the work with a statement of the role played. For example: adapted by . . . edited by . . . translated by . . . narrated by.

Version: Often the version of the book may be given as an edition. Examples: 7th ed., Updated ed., Authorized King James Version, Unabridged version, Director's cut.



Number: Give the specific number for a volume from a multi-volume set. Example: Vol. 5.

Publisher: Find the publisher on the title page or on the copyright page. Example: Orion Press. (Publisher may be omitted if it is the same as a periodical or its website.)

Publication Date: The date may be the date of posting, for an article on the Internet, or the most recent date of publication for a book. For an internet site, including the Date of Access may help to document the version you consulted. Use day month year order; in the Works Cited list abbreviate months that are more than four letters long. Example: 4 Jan. 2017.

"Nesting" Containers: Container 1 is the original source; Container 2 is for a secondary source: for example, a book hosted on the platform Google Books. See the Container Format next page.

THE CONTAINER FORMAT: Creating a Works Cited entry

1) Author. Last name, first name middle initial		← Period	
2) Title of source. <i>Book title</i> or "Article title"		← Period	
Container 1			
3) Title of container, <i>Use italics</i>		 Commas	
4) Other contributors, edited by first middle last name			
5) Version, when necessary			
6) Number, vol. ____ or no. ____			
7) Publisher,			
8) Publication date,			
9) Location. pp. ____ or web address		← Period	
Container 2 (if needed)			
3) Title of container, <i>Use italics</i>		 Commas	
4) Other contributors, edited by first middle last name			
5) Version,			
6) Number,			
7) Publisher,			
8) Publication date,			
9) Location. pp. ____ or web address			

Works Cited Citation:

In-text Citation: (_____).

Special Rules in Writing:

Abbreviations

- ✓ Abbreviations may be used in your list of Works Cited, but do not abbreviate in the text of your research paper.
- ✓ Spell out the names of months in the text of your paper but abbreviate them in the list of Works Cited: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. Do not abbreviate May, June, or July.

Use of Numerals

- ✓ In writing that involves infrequent use of numbers, you may spell out words written in one or two words and represent other numbers by numerals (*one, thirty-six, three million*, but *2 1/2, 101, 1.275*).
- ✓ In writing that involves frequent use of numbers such as a study of statistical findings, use numerals for all numbers that precede technical units of measurement (*16 meters, 5 milliliters*).
- ✓ Do not begin a sentence with a numeral, including a date.

Percentages and Money

- ✓ Treat percentages and amounts of money like other numbers: use numerals with the appropriate symbol (33%, \$10.10, 39¢). In text that uses numbers infrequently, spell out a percentage or amount of money if you can do so in three words or fewer (*thirty-five percent, three thousand dollars*).

Tables, Charts, Maps, Graphs, and Illustrations

- ✓ Place tables, charts, maps, and illustrations as close as possible to related text.
- ✓ Label the tables, charts, maps, or illustrations as follows:
 - A table is usually labeled *Table*, given an Arabic numeral, and titled.
 - Any other type of illustrative visual material – for example, a photograph, map, line drawing, graph, or chart – should be labeled *Figure* (abbreviated *Fig.*).
 - Musical illustrations are labeled *Example* (abbreviated *Ex.*).
 - Type both label and caption flush left on separate lines above the table.
 - Capitalize the label and caption as you would a title. Do not use all capital letters.
 - Give the source of the table and any notes immediately below the table.
 - Designate notes to the table with lowercase letters rather than numerals.
 - Double space.
- ✓ See the Roman Numeral Table on the following page for an example.

Roman Numerals

If smaller numbers follow larger numbers or are placed to their right, the numbers are added to the larger number. If a smaller number precedes a larger number or is placed to its left, the smaller number is subtracted from the larger.

Examples:

- ✓ VII = 5 + 2 = 7
- ✓ IX = 10 - 1 = 9
- ✓ XL = 50 - 10 = 40
- ✓ CXX = 100 + 10 + 10 = 120

Table 1.
The Use of Roman Numerals

Roman Numeral Table					
1	I	14	XIV	27	XXVII
2	II	15	XV	28	XXVIII
3	III	16	XVI	29	XXIX
4	IV	17	XVII	30	XXX
5	V	18	XVIII	31	XXXI
6	VI	19	XIX	40	XL
7	VII	20	XX	50	L
8	VIII	21	XXI	60	LX
9	IX	22	XXII	70	LXX
10	X	23	XXIII	80	LXXX
11	XI	24	XXIV	90	XC
12	XII	25	XXV	100	C
13	XIII	26	XXVI	101	CI
150	CL	200	CC	300	CCC
400	CD	500	D	600	DC
700	DCC	800	DCCC	900	CM
1000	M	1600	MDC	1700	MDCC
1900	MCM				

("Roman Numerals")

Source: "Roman Numerals." *YourDictionary.com*,
reference.yourdictionary.com/resources/romanums.html, 12 Dec. 2016.

Abbreviations of States

Spell out the names of states, territories, and possessions of the United States, except usually in addresses and sometimes in parentheses. Spell out the names of countries, with a few exceptions (e.g., UK). In documentation abbreviate the names of states, provinces, and countries.

AK	Alaska	LA	Louisiana	OH	Ohio
AL	Alabama	MA	Massachusetts	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
AZ	Arizona	ME	Maine	PA	Pennsylvania
CA	California	MI	Michigan	RI	Rhode Island
CO	Colorado	MN	Minnesota	SC	South Carolina
CT	Connecticut	MO	Missouri	SD	South Dakota
DE	Delaware	MS	Mississippi	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NC	North Carolina	UT	Utah
HI	Hawaii	ND	North Dakota	VA	Virginia
IA	Iowa	NE	Nebraska	VT	Vermont
ID	Idaho	NH	New Hampshire	WA	Washington
IL	Illinois	NJ	New Jersey	WI	Wisconsin
IN	Indiana	NM	New Mexico	WV	West Virginia
KA	Kansas	NV	Nevada	WY	Wyoming
KY	Kentucky	NY	New York		

Rules for Poetry

If you quote part or all of a single line of verse, put it in quotation marks within your text. Incorporate two or three lines using a slash with a space (/) between the lines to separate them. If quoting one or more stanzas, use two forward slashes to mark between them (//).

Example of line of verse: The poet Emily Dickinson saw wonderful possibilities in the most ordinary of objects, as in this quote from her poem “To Make a Prairie”:
“To make a prairie it takes a clover and one bee- / One clover, and a bee, / And revery” (36).

Verse quotations of more than three lines should begin on a new line. Use an in-text citation as you would for any quote. Indent the lines one inch (two tabs, or ten spaces) from the left margin; double-space, and do not use quotation marks (similar to a block quote).

It was many and many a year ago,
In a kingdom by the sea,
That a maiden there lived whom you may know
By the name of ANNABEL LEE;
And this maiden she lived with no other thought
Than to love and be loved by me. (Poe 739)

If reproducing a poem with unusual lines or spacing, follow the format as closely as possible.

Classic Works:

In citing classic verse plays and poems, omit page numbers altogether and cite by division (act, scene, canto, book, part) and line. For example, *Rom.* 1.5.32-33 refers to Act 1, Scene 5, lines 43-44 of Shakespeare’s *Romeo and Juliet*. In general, use Arabic numerals rather than Roman numerals for division and page numbers. Do not use words such as *volume* or *page*, or their abbreviations in citations.

Foreign Words in an English Text

In general, italicize foreign words used in an English text. Exceptions include quotations entirely in another language, which should be marked by quotation marks, and non-English titles of short works, which are placed in quotation marks.

Titles

Italicize titles of longer works; use quotation marks for shorter works published within larger works. Use no underlining or quotation marks for sacred works such as the Bible or Koran, political documents, including laws or acts, buildings, monuments, conferences, courses, and seminars. Do not capitalize, italicize, or put in quotation marks words designating the divisions of a work: preface, introduction, scene, canto, stanza, act, index.

Using Direct Quotations:

- ✓ Always cite the source of a direct quotation.
- ✓ When the author of the source is mentioned in the sentence, only the page number is included in the parentheses.
- ✓ The usual form for an in-text citation is author's last name and page number, in parentheses. Example: (Smith 23).
- ✓ Vary the way quotes are introduced.

Quotations
can give
your paper
pizzazz!



If the quotation is **short** (1-4 lines), blend the quoted passage into the text of the sentence.

Example:

As Bradbury has said himself, “You don’t have to burn books to destroy a culture.

Just get people to stop reading them” (“Ray Bradbury Online”).

If the quote is **long** (5 lines or more), use a **block quotation**.

- ✓ Double-space the quote.
- ✓ Indent the entire quotation by doing the following: highlight the quotation, then indent 1 inch from the left margin by clicking the Tab key twice.
- ✓ Do not use quotation marks to surround the quoted passage.
- ✓ End the quote with a in-text citation that is placed **after** the final punctuation of the quote.

Example:

For example, in the book, bombers fly overhead at regular intervals as a possible war looms, yet no one seems to notice or care, except Montag, whose awareness is awakening:

How in hell did those bombers get up there every single second of our lives! Why doesn’t someone want to talk about it! We’ve started and won two atomic wars since 1990! Is it because we’re having so much fun at home we’ve forgotten the world? Is it because we’re so rich and the rest of the world’s so poor and we just don’t care if they are? I’ve heard rumors; the world is starving, but we’re well fed.

(Bradbury 75-6)

Use of the Ellipsis and Brackets:

Sometimes you will need to omit parts of a quoted passage that are not useful to your paper. Use an **ellipsis, three spaced points (. . .)**, to indicate omitted words from the quoted source. Make sure that the omission does not alter the meaning of the quoted passage.

Example:

In his article “The Electronic Imagination: Requiem for a Narrative,” Brian Donahue writes about this decline of reading: “For our fast-paced world . . . the earnest attempt to reflect and observe is far too time consuming and the results are far too complicated.”

Original Passage:

In his article “The Electronic Imagination: Requiem for a Narrative,” Brian Donahue writes about this decline of reading: “For our fast-paced world, obsessed with instant gratification, the earnest attempt to reflect and observe is far too time consuming and the results are far too complicated.”

Four ellipsis points (. . . .) are used when removing information from a long quoted passage.

Example:

“Later, the men around Montag could not say if they had really seen anything. . . . Once the bomb release was yanked, it was all over” (Bradbury 160).

Four ellipsis points are also used when removing material from **the end of a quoted sentence**; the fourth point represents the final period of the sentence.

Use **brackets []** when **adding words** or when **changing words** to clarify a direct quotation.

Example:

“The result is that she is literally incapable of thought and remembering . . . [when questioned] she can’t remember what it was about even though it happened only one minute past.”

Sample Researched Essay

Margins:

Top: 1 inch

Bottom: 1 inch

Left and Right: 1 inch

Format:

Double-space

Font:

Choose Times New Roman

12-point font.

Header in Google Docs:

Double-click in the top inch of the paper.

Right align.

Press enter 3 or 4 times- moves cursor from edge

Insert - Page number.

Choose top or bottom.

Choose pane showing 1 on first page

Header:

-View

-Header and Footer

-Align Right

-12-point font

-Type last name

-Type one space

-Click on # sign in the floating toolbar

-Click on "close"

Title:

Centered
using same
font style and
size

Italicize book titles.

Thesis

Sundby 1

Heading:

Name
Teacher
Class
Date

Jill Sundby

Mr. Smith

English II, Period 3

20 Dec. 2016

Indent paragraphs one tab.

The Future Has Arrived

In-text citation:

- Use author's last name and page number when available
- No comma separating author from page number
- Follow citation with end punctuation

In the spring of 1950, a 29-year-old aspiring writer named Ray Bradbury began typing in the University of California at Los Angeles library basement. After nine days, Bradbury completed the first draft of what later became *Fahrenheit 451* (Bradbury 173-4). At the time, Bradbury had no way of knowing what would occur in the next fifty years in American culture, but his vision of the future in *Fahrenheit 451* turned out to be prophetic: He predicted some changes in technology and in society that actually came true.

Fahrenheit 451 is the story of a fireman, Montag, whose job is to burn books because they contain dangerous ideas. People in this future society do not read; they watch meaningless TV, drive fast, buy things, and talk of nothing important. However, Montag comes to realize that no one is happy; they live an artificial life, neither connecting with each other nor caring for each other. He decides to rebel by saving books.

Sample Researched Essay

Tip:

Body paragraphs begin with topic sentences that support the thesis

Sundby 2

Obviously, firemen in today's America do not burn books, but there are aspects of *Fahrenheit* society that are familiar—the technology, for example. When Bradbury wrote this story in 1950, household computers, the Internet, and cell phones did not exist. Even television was brand new, introduced widely only in the mid 1940s ("Mass Media: What Effect did Mass Media have on Postwar America?"). So, when Bradbury sat down at a manual typewriter and imagined four walls of television in *Fahrenheit* homes, he was far-seeing. Today, there are large-screen TVs and other inventions imagined by Bradbury—such as the green bullet (Bluetooth headset) and the seashell ear radio (the earbud)

(*Literature Connections Sourcebook* 6).

Still more intriguing is Bradbury's visualization of TV's future content and effects. In *Fahrenheit 451*, a gruesome manhunt televised live for all to see is a reminder of the flight of O. J. Simpson or the riots on the anniversary of the shooting of Michael Brown in Ferguson, Missouri, on today's televisions. Even in 1950, Bradbury seemed to have a sense of where TV was headed: shallow news coverage, sound bites, "reality" TV shows, and fake news. Montag's wife, Mildred, like many in her society, is addicted to TV and to her seashell earphones. She is "always soaking up the artificial stimulus and messages someone else

In-text citation:

When no author is available, place the title of the article in quotations.

In-text citation:

When there is a book with no author, do the following:

- *Italicize the title followed by the page number*
- *Do not place a comma after the title.*

Tip:

Vary sentence and paragraph beginnings.

Sample Researched Essay

No in-text citation:

The author's name is used in the sentence, and the source is electronic with no pagination.

Sundby 3

feeds to her," writes critic Edward E. Eller. "The result is that she is literally incapable of thought and remembering. . . . [When questioned] she can't remember what it was about even though it happened only one minute past." As a part of this way of living, Mildred, her friends, and most *Fahrenheit* people deny the existence of problems—failed relationships, suicide, even war. For example, in the book only Montag seems to notice that war is looming:

How in hell did those bombers get up there every single second of our lives! Why doesn't someone want to talk about it! We've started and won two atomic wars since 1990! Is it because we're having so much fun at home we've forgotten the world? Is it because we're so rich and the rest of the world's so poor and we just don't care if they are? I've heard rumors; the world is starving, but we're well fed. (Bradbury 75-6)

This is a culture of mass ignorance and materialism—Mildred's only real desire, after all, is for a fourth television wall. This type of culture—of wanting things and entertainment, but not wanting to know or read—has become our culture, argues Neil Postman, author of the book *Amusing Ourselves to Death*. He refers to *Brave New World* author Aldous Huxley, who feared that there would be no reason to ban a book,

Brackets:

Words added to clarify a direct quote

Block quote:

- Five or more lines
- Clause before the colon must be a complete sentence
- Select quotation (highlight it)
- Tab twice
- No quotation marks
- End punctuation followed by the in-text citation

Continuous paragraph:

No indentation

Sample Researched Essay

Sundby 4

In-text

citation: (*qtd.* = quoted) If what you quoted or paraphrased is itself a quotation, cite the original source.

Ellipsis:

Three spaced points indicate omitted words from the quote.

In-text citation:

If the source is electronic with no page numbers, use the author's last name.

Generate the thesis statement.

for there would be no one who wanted to read one due to our “almost infinite appetite for distractions” (*qtd.* in Postman, Foreword viii). Indeed, the people of *Fahrenheit 451* did not start out burning books: They just quit reading them because of the effort and controversy involved.

In his article “The Electronic Imagination: Requiem for a Narrative,” Brian Donohue writes about this decline of reading: “For our fast-paced world . . . the earnest attempt to reflect and observe is far too time consuming and the results are far too complicated.” The result? More students who don’t read. According to the National Assessment for Education Progress (NAEP), which collects long-term data, the percent of students who read for fun has decreased over time, from 31 percent in 1984 to 19 percent in 2012 (Musu-Gillette). Similarly, another source states that, in the past 50 years, the working vocabulary of the average 14-year-old has declined from 25,000 words to 10,000 words (Orr). This is not surprising, considering that the average U.S. child watches from 28 to 32 hours of television a week (Boyse).

As Bradbury has said himself, “You don’t have to burn books to destroy a culture. Just get people to stop reading them” (“Ray Bradbury Online”). Advancements in technology, such as Twitter, while offering

Tip:

Questions can be an effective means of providing transitions between parts of your paper. Short statements/questions/fragments add emphasis.

Use of numerals:

- In writing that involves frequent use of numerals, such as a study of statistical findings, use numerals for all numbers that precede technical units of measurement.
- Do not begin a sentence with a numeral, including a date.

Sample Researched Essay

Sundby 5

great communication opportunities, must be balanced with the deeper thinking that comes from the analysis of more extensive writing. For his part, Bradbury has said he wishes some of his predictions had not come true: “I would have loved to have been proven wrong, yes” (Hibberd). In fact, Bradbury has said, he was trying to “prevent the future,” not predict it (Bradbury, back cover).

In-text citation:

When no page numbers are available in a print source, identify the location of the quote.

Sample Researched Essay

Sundby 6

**Works
Cited
title:**

Centered
using same
font style
and size as
text of
paper

**URL
(website
address):**
State full
URL
without
http:// or
https://

Margins:
Top – 1”
Bottom – 1”
Left – 1”
Right – 1”

Font:
Use Times
New Roman
and size 12
font.

**Hanging
indent:**
If the citation
runs more
than one line,
use a .5 inch
hanging
indent.

Works Cited

Boyse, Kyla, R.N. “Television and Children.” *Your Child Development and Behavior Resources*, 2010, *University of Michigan Health System*, www.med.umich.edu/yourchild/topics/tv.htm. Accessed 20 Dec. 2016.

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Donohue, Brian. “The Electronic Imagination: Requiem for a Narrative.” *ETC: A Review of General Semantics*, 59.4, 2002, pp. 387–399, www.jstor.org/stable/42578240.

Eller, Edward E. “Criticism.” *Fahrenheit 451. Novels for Students*, edited by Diane Telgen, vol. 1, Gale, 1997, pp. 138-157. *Gale Virtual Reference Library*, go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=mtlib_2_1035&v=2.1&it=r&id=GALE%7CCX2591400017&asid=12015f130589b711de886377772c2594. Accessed 20 Dec. 2016.

Hibberd, James. “Ray Bradbury Is on Fire!” *Salon.com*, 2004, archive.salon.com/people/feature/2001/08/29/bradbury/index2html. Accessed 20 Dec. 2016.

Literature Connections SourceBook: Fahrenheit 451. McDougal, 1998.

**Republished
Book
(Option):**
Place date
of original
book
publication
here (after
the title).

Double-space
throughout the
document.

**Hanging
indent in
Google Docs:**
-Select
references
listed, double-
spaced.
-Go to top
ruler, blue
square and
triangle.
-Click on top
square, move
both over ½
inch.
-Selected
references
should move.
-While
references are
still selected,
click on top
square, move it
back to starting
point 0.
-References
will be
formatted in
hanging indent.

Sample Researched Essay

Sundby 7

"Mass Media: What Effect did Mass Media have on Postwar America?"

History in Dispute, edited by Robert J. Allison,

Allison, vol. 2: American Social and Political Movements, 1945-2000: Pursuit of Liberty, St. James Press, 2000, pp. 121-128. *U.S.*

History in Context,

link.galegroup.com/apps/doc/CX2876200023/UHIC?u=wheeler&sc=hlb&xid=a4626555. Accessed 20 Dec. 2016.

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Student Attitudes." *NCES Blog*, National Center for Education

Statistics, 3 Nov. 2015, nces.ed.gov/blogs/nces/post/reading-for-fun-using-naep-data-to-explore-student-attitudes.

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2006, www.oberlin.edu/news-info/00oct/verbicide.html.

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in the Age of Show Business. By Postman, Viking, 1985. vii-viii.

"Ray Bradbury Online." *SpaceAgeCity*. 2001. 1 Apr. 2006,

www.spaceagecity.com/bradbury/quotes.htm#Television.

See page
13 for the
reference
"By
Postman."
By
Postman
means that
he wrote
his own
Foreword.

MLA In-text Citation Guidelines:

Use In-text Citations:

- When you use a direct quotation or the author's exact words
- When you use an idea that is the author's (paraphrase or summary)
- When you use statistics

* Place in-text citations as close as possible to the quoted material.
* Type the in-text citation as you write. Do not wait until the essay is finished.



Purpose of In-text Citations:

Cite sources to recognize the ideas or words in your paper that you have taken from someone else or from an outside source.

In-text Citations are directly linked to the Works Cited page:

Rawlings, Marjorie K. "A Mother in Mannville." *Literature and Language*, edited by

Jane N. Beatty, McDougal Littell, 1992, pp. 20-26.

In-text Citation:
(Rawlings 22)

Quick Overview: variations on the in-text citation format

Situation	In-text Citation Example
If a book has one author:	(Smith 152).
If the cited passage ends with a direct quotation:	" (Smith 152).
If you use a block indented quote:	. (Smith 152)
If an author is mentioned in the sentence, it is not necessary to mention the author in the citation:	(152).
If the author is not given, use the title of the book:	(<i>Urban Transportation</i> 154).
If the author is not given, use the title of the article:	("N.Y. Transit System" 78).
If no author or page number is given:	(<i>Urban Transportation</i>).
If you use a set or series of books, indicate the volume number and page number:	(Jones 2:87).
If your source has two authors:	(Smith and Jones 159).
If your source has more than two authors:	(Carmen, et al. 8).
If you cite more than one page:	(Smith 153-57).
If you cite two or more books by the same author, indicate the specific book:	(Smith, <i>Mass Transit</i> 96).
If you interview someone:	(Smith).
If you quote or paraphrase a quote found in your source, use <i>qtd. in</i> ("quoted in") before the source you cite (see p. 11 for example):	(qtd. in Jones 298)
If you cite a web site that has an author (a web source usually has no page number):	(Jones).
If you cite a web page with no author, use the web page title:	("Media in the 1940s: Overview").
If you use a subscription database (e.g. ABC-CLIO) and the article has an author:	(Jones).
For two articles with the same title, add more information, such as the name of the subscription database.	("William Shakespeare," <i>Discovering Authors</i>).



Don't forget to use **double spacing** and **hanging indents** for your Works Cited!

Note: According to the *MLA Handbook 8th Edition*, the reference list is titled **Works Cited**. See page 15 of *The Research Guidebook* for an example.

Examples of Works Cited Entries and In-text Citations

Table of Contents

Page Numbers:

Print ~

- 18. Book by One Author
- 18. Two or More Works by the Same Author
- 19. Book by Two Authors
- 19. Book by Multiple Authors
- 19. Book Listing an Editor on Title Page
- 19. Work Within an Anthology
- 20. Article in a Specialized Reference Book
- 21. Article in a Newspaper
- 21. Drama, the Bible, Literary Works

21. Table, Chart, Map, or Illustration

Media / Other ~

- 22. Media, DVD
- 22. Interview

Web ~

- 22. Internet - Internet Site
 - 23. Internet - Work from an Online Database
 - 23. Internet – YouTube or Other Online Video
 - 24. Social Media – Twitter
 - 24. Social Media - Facebook
-

BOOK BY ONE AUTHOR

*State specific page numbers with p. or pp. in the Works Cited entry, but not in the in-text citation. Format per **Container** guidelines. Place of publication and "Print" no longer required.*

Author last name, first name middle initial. *Title of Book*. Publisher, Date of publication.

Example of Works Cited entry:

O'Brien, Tim. *The Things They Carried*. Broadway Books, 1990, pp. 25 – 37.

Example of the corresponding in-text citation:

"It was very sad, he thought. The things men carried inside" (O'Brien 25).

TWO OR MORE WORKS BY THE SAME AUTHOR

Example of Works Cited entry:

If you are documenting more than one work by the same author, substitute three hyphens for any name repeated from the author in the previous entry.

Golding, William. *The Inheritors*. Pocket Books, 1963.

---. *Lord of the Flies*. Coward, McCann & Geoghegan, 1962.

Example of the corresponding in-text citation:

For citing multiple works by the same author, the titles (shortened if necessary) are joined by "and" if there are two; otherwise they are listed by commas and "and."

In some novels people are depicted as essentially savage (Golding, *Inheritors* 213 and *Lord* 14).

BOOK BY TWO AUTHORS

To cite a book by **two authors**, give their names in the same order as on the title page. Reverse only the name of the first author, add a comma, and give the other name in normal form. Place a period after the last name of the second author.

Example of Works Cited entry:

Konkins, Wilkie, and Charles Dickens. *The Frozen Deep*. Hesperus Press, 2004.

Example of the corresponding in-text citation:

"For the moment, the dance which is in progress is a quadrille" (Konkins and Dickens 1).

BOOK BY MULTIPLE AUTHORS

If there are more than **two authors**, only give the first one shown in the source. Add **et al.** (means "and others").

Example of Works Cited entry:

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

Example of the corresponding in-text citation: "Secondary students benefit enormously through the practice of planning and prewriting" (Wysocki, et al. 326).

BOOK LISTING AN EDITOR ON TITLE PAGE

If the person listed on the title page is an **editor, translator, or compiler**, place a comma (not a period) after the name and add the appropriate word (abbreviations are no longer used). Follow the pattern for the author of a book to list two editors, or to list two or more editors (et al.)

Example of Works Cited entry:

Collier, Christopher, and James L. Collier, editors. *The Constitutional Convention of 1787*. Ballantine Books, 1986.

Example of the corresponding in-text citation:

"In 1787 the typical human being anywhere was a farmer, whether he was working a rice paddy in China, or watching a flock of sheep in the Yorkshire dales of England" (Collier and Collier 23).

WORK WITHIN AN ANTHOLOGY: (Poem, Essay, Short Story, or other work)

An anthology is a type of container. If citing an essay, short story, a poem, or another work that appears within an anthology, add information to the basic book entry.

Example of Works Cited entry:

Lear, Edward. "The Owl and the Pussy-Cat." *Poetry Out Loud: The Anthology*. Dan Stone and Stephen Young, editors. Poetry Foundation, 2005, pp. 71-72.

Example of the corresponding in-text citation:

“The Owl and the Pussy-Cat went to sea
In a beautiful pea-green boat” (Lear 71).

If citing a poem from a collection of poems by a single author, follow the same format, including the editor(s) of the book.

Dickinson, Emily. “I Know Some Lonely Houses.” *Emily Dickinson*. Frances Schoonmaker Bolin, editor. Sterling Publishing, 1994, pp. 18-19.

If the piece is a translation, add the name of the translator after the title with the word “translator,” unless one person translated the entire volume.

Chu-I, Po. “Chu-Ch’en Village.” Arthur Waley, translator. *Literature of Asia*. National Textbook Company, 1999, pp. 146-147.

Cross-References: To avoid unnecessary repetition in citing two or more works from the same collection, create a complete entry for the collection and cross-reference individual pieces to the entry. State the author and the title of the piece, the last name of the editor of the collection, and the inclusive page numbers. Alphabetize by last name of author or editor, if given first.

Hayden, Robert. “Those Winter Sundays.” Stone and Young, p. 53.

Lear, Edward. “The Owl and the Pussy-Cat.” Stone and Young, pp. 71-72.

Sandburg, Carl. “Chicago.” Stone and Young, pp. 110-111.

Stone, Dan, and Stephen Young, editors. *Poetry Out Loud: The Anthology*. Poetry Foundation, 2005.

ARTICLE IN A SPECIALIZED REFERENCE BOOK

When citing less familiar reference books, include full publication information. See also Work Within an Anthology.

Example of Works Cited entry:

Thigpen, Kenneth A. “Archetype.” *The Encyclopedia of Folklore and Literature*.

Mary Ellen Brown and Bruce A. Rosenberg, editors, Vol. 1, ABC-CLIO, 1998.

Example of the corresponding in-text citation:

“Even though Jung and his disciples frequently invoke folklore in discussing archetypes, folklorists have often found Jungian theories too abstract, almost mystical, and without basis in cultural contexts” (Thigpen 20).

ARTICLE IN A NEWSPAPER

Some larger newspapers are divided into sections—for example, Section A, Section B, etc. If this is the case, then after the abbreviation **ed.** (for **edition**) in the Works Cited entry, place the abbreviation **sec.** (for **section**) and the appropriate page number followed by a colon (sec. B:).

Articles are not always printed on consecutive pages. For example, the article may begin on page 3 and then continue on page 6. In this case, supply the beginning page number (3) and follow it with a + sign (3+).

Author's last name, first name middle initial. "Title of Article." *Title of the Newspaper* (omit beginning A, An, The), [City of Publication if not part of the name of the paper except for nationally known newspapers such as *USA Today*] Day Month Year, edition, section number: Page numbers inclusive of entire article.

Example of Works Cited entry with a section number:

Brown, Clifton. "Jazz and SuperSonics Are Fighting for the Right to Be Second Best." *New York Times*, 2 June 1996, late ed., sec. 8: 3+.

Example of the corresponding in-text citation:

"If you believe the rumors, Rodman may not be back, because he will want more than Chicago is willing to spend, and because the Bulls are wary that if Rodman gets a huge check, his personality may be harder to keep in check" (Brown 3).

DRAMA, THE BIBLE, FAMOUS LITERARY WORKS

General terms like Bible, Talmud, and Koran are not italicized, but full and shortened titles of specific editions are italicized. Use Arabic numerals to designate volumes, parts, books, and chapters. Titles of books of the Bible and famous literary works are often abbreviated; see the *MLA Handbook* for common abbreviations. In citing classic verse plays and poems, omit page numbers altogether and cite by division (act, scene, canto, book, part) and line. For example, *Iliad* 9.19 refers to book 9, line 19, of *Homer's Iliad*.

Example of Works Cited Entry:

Shakespeare, William. *Hamlet*. Barbara A. Mowat and Paul Werstine, editors. Washington Square-Pocket, 1992.

Example of the corresponding in-text citation:

"How weary, stale, flat, and unprofitable, /Seem all uses of this world," laments the disillusioned Hamlet in the beginning of the play (1.2.137-38).

Example of Works Cited Entry:

Holy Bible: New Revised Standard Version. Oxford University Press, 1989.

Example of the corresponding in-text citation:

"For everything there is a season, and a time for every matter under heaven" (Eccles. 3:1).

TABLE, CHART, MAP, GRAPH, OR ILLUSTRATION

See p. 5 of the Research Guidebook for directions to place a Table, Chart, Map, Graph, or Illustration into your paper.

Name of Table, Chart, Map, or Illustration. Form of document, such as Table, Chart, Map, or Illustration, Publisher, Year.

Example of Works Cited Entry:

Europe: Physical. Map, Prentice-Hall, 1984.

MEDIA, DVD

In citing a film, include the original release date and the medium before the name of the distributor. Sometimes the episode (abbreviated ep., in the case of a series), disc number (for DVD set), or range of times in hours, minutes, or seconds can be given.

Example of Works Cited entry:

Independence Day. Roland Emmerich, director. Jeff Goldblum, Will Smith, and Bill

Pullman, performers. 1996, TriStar, 1997, DVD, 01:04:38.

Example of the corresponding in-text citation:

Every alien-invasion movie has a conference of politicians arguing over strategy as news from the outside grows worse: “Sir! They’ve taken out NORAD” (*Independence Day*).

INTERVIEW

Last name, first name middle initial of person interviewed. Personal/Telephone interview, Day

Month Year.

Example of Cited entry:

Rodman, Dennis. Telephone interview, 10 Dec. 1995.

Example of the corresponding in-text citation:

“I figured I’d sell more of my biography if I showed up wearing a wedding dress” (Rodman).

INTERNET – INTERNET SITE

Author’s last name, first name middle initial. “Title of the Web Page.” *Title of the Site*, Web site sponsor/publisher [Publisher may be omitted if it is essentially the same as the Title of the Site], Publication date or date of the last update in day month year (Optional), URL (without http:// or https://, hyperlink removed) or instead if available DOI (digital object identifiers), often assigned to journals). Accessed day month year (Optional).

Example of Works Cited entry:

Friedman, Thomas L. “Say What, Al Gore, Ivanka Trump and Donald Trump?” *New York Times*, The New York Times Company, 7 Dec. 2016, www.nytimes.com/2016/12/07/opinion/say-what-al-gore-ivanka-trump-and-donald-trump.html?_r=0. Accessed 13 Dec. 2016.

Example of the corresponding in-text citation:

“But you also have to think where we are: The stakes couldn’t be higher. When so many big forces — technology, globalization and climate change — are accelerating at once, small errors in navigation can have huge consequences. We can get really far off track, really fast” (Friedman).

INTERNET – WORK FROM AN ONLINE DATABASE

(i.e. **Gale Opposing Viewpoints, ABC-CLIO Solutions Databases, JSTOR**)

Author’s last name, first name middle initial. “Title of Article.” *Title of eBook, Magazine,*

Encyclopedia, or Original Source of Article, Volume number, Issue, Publication date,

Pages of entire article (if given). *Name of the Database*, URL. Access day month year.

If your source offers URLs that it says are stable (sometimes called permalinks), use them in your entry. Instead of URLs, if available use DOI (digital object identifiers), often assigned to journals.

Example of Works Cited entry from Gale Databases:

Schwartz, Lynne Sharon. “Full Disclosure.” *Fourth Genre: Explorations in Nonfiction*, vol. 4, no. 1, 2002, pp. 227–235. JSTOR, www.jstor.org/stable/23594583.

Example of the corresponding in-text citation:

“I told them to write about an incident from their past, giving as many tangible details as they could manage but omitting all interpretation or subjectivity” (Schwartz).

Example from Opposing Viewpoints:

Dixon, Hugo. “Tempering a Worldview With Freedom and Fairness.” *New York Times*, 21 Jan.

2015. *Opposing Viewpoints in Context*,

link.galegroup.com/apps/doc/A398222813/OVIC?u=mtlib_2_1035&xid=7fb045f6.

Accessed 12 Dec. 2016.

Example of the corresponding in-text citation:

“How is it possible to construct a free-market economy that is also fair?” (Dixon).

INTERNET – YOUTUBE OR OTHER ONLINE VIDEO

Author’s name last, first (or single username). “Title of Video.” Directed by Director’s first and last name (if available), Distributor release date, Release/Publication date in day month year. *Title of Web or Database Site*, Day month year posted, URL (without http:// or https://) or instead if available DOI (digital object identifiers), often assigned to journals. Access day month year (optional).

Example of Works Cited entry:

“The Great Gatsby (Awesome Version) Part 1 of 3,” *YouTube*, 5 April 2010,

www.youtube.com/watch?v=I2RmaHiiXhM. Accessed 12 Dec. 2016.

Example of the corresponding in-text citation:

"I'll tell you about my life, old sport. I'm the son of some wealthy people in the midwest, San Francisco, to be exact, old sport," says Jay Gatsby in a terrific video created by one of Mrs. Murgel's HHS English classes studying F. Scott Fitzgerald's novel *The Great Gatsby* ("The Great Gatsby [Awesome Version] Part 1 of 3").

SOCIAL MEDIA – TWITTER

@Username. "Full text of tweet - #reference." *Twitter*, Day month year, time posted, URL.

Example of Works Cited entry:

@cloudwatcher. "Wide open spaces take your breath away - #Bigsky." *Twitter*, 10 April 2017, 5:00 p.m., twitter.com/bigskymt/status/03178406.

Example of in-text citation: (@cloudwatcher)**SOCIAL MEDIA – FACEBOOK**

Author's last name, first name [or username or page name]. "first several words of a Facebook post..." *Facebook*, Day month year, time posted [if available], URL.

Example of Works Cited entry:

Kemmick, Ed. "Despite Injuries, Laurel Bison Run Considered Big Success." *Facebook*, 1 Apr 2016, www.facebook.com.

Example of in-text citation: (Kemmick).**Format Instructions for Microsoft Word 2010®, 2016®**

Hanging Indent, Double-spacing: Use Paragraph commands in menu, Home, or right click text.

- Highlight the text you want to make into a hanging indent. Right click and go to Paragraph. Click on *Format* and pull down to *Paragraph*. Locate the word *Special* and pull down to Hanging (.5"). Locate *Line spacing* and pull down to *Double*.

Header

- Double click on upper page, right (shortcut). The Header and Footer dialogue box appears.
- Choose Page Number (upper left hand corner of page), then Top of Page, Plain Number 3 (right justified). Then type your last name and a space in the Header view. The pages of your document will automatically each be numbered. Close the Header and Footer dialogue box.

According to the *MLA Handbook, Eighth Edition*, the URL (without http:// or https://) is now normally given for a Web source. Angle brackets are not used around it. Include specific numbers of the URL, called DOI's (digital object identifiers). Including the date of access is optional but can provide clues as to the format of a source. Be sure to remove the hyperlink.

Removing Hyperlinks

- Remove the hyperlink from each URL by clicking with the right mouse button on the URL or highlighting the link. Select Remove Hyperlink.

Format Instructions for Hanging Indent, Google Docs

Make sure the Ruler is visible: click on View and select if it is not. On the left side of the ruler, see the light blue rectangle over a triangle. The rectangle represents the First Line Indent. The triangle represents the Left Indent. Select your text. Drag your Left Indent to the right. Then drag the First Line Indent back to the left. Your hanging indent will be created.

Works Cited

“Books about Authors and Writing.” *Quoteland.com*, 2 January 2012.

Capital High School Staff. *The “Bear” Bones of Research*. Capital High School, June, 2009.

Elliott, Rebecca. *Painless Grammar*. New York, 2006..

MLA Handbook, Eighth Edition. The Modern Language Association of America, 2016.

“Roman Numerals.” *YourDictionary.com*,

reference.yourdictionary.com/resources/romanums.html. Accessed 12 Dec. 2016.

“russian-dolls.” *KZero Worldwide*, www.kzero.co.uk, Yahoo Images. Accessed 23 Mar. 2017.

“What’s New in the Eighth Edition.” *Modern Language Association*, www.mla.org/MLA-

Style/What-s-New-in-the-Eighth-Edition. Accessed 9 Dec. 2016.

Overview of Guidelines for Works Cited

- ✓ Alphabetize Works Cited list by author’s last name if given.
- ✓ If no author is given, alphabetize by the first important word of the title (excluding A, An, or The).
- ✓ Place titles that begin with numerals before all other sources. Place these titles in numerical order.
- ✓ The entire Works Cited page should be double-spaced. There is no additional spacing between entries.
- ✓ Hanging indent format should be used for each entry (the entry starts at the left margin, and succeeding lines are indented five spaces).
- ✓ The title should be the same size font as your manuscript (12 pt.). Do not use bold font or italics.

New Features in *MLA Handbook Eighth Edition*: (See *MLA Eighth Edition* online for more.)

1. The ULR (without http:// or https://) is now included for a Web source.
Remove the hyperlink (see page 24 for directions).
2. The place of publication for a work is no longer required in a citation.
3. The titles of major works such as books, newspapers, magazines, and films are italicized rather than underlined, except in the case of handwritten work in which the titles may be underlined.
4. Common terms in the Works-Cited list like *editor*, *edited by*, *translator*, and *review of* are no longer abbreviated.
5. Placeholders for unknown information like n.d. (“no date”) are no longer used. If facts missing from a work are available in a reliable external resource, they are cited in square brackets (2.6.1). Otherwise, they are simply omitted.
6. When an organization is both author and publisher of a work, the organization’s name is now given only once, usually as the publisher (*MLA Eighth Edition* 42). No author is stated.

Close Reading Strategy for Students

A close reading requires several steps and should be tackled with concentration and deliberate effort. This process will ask you to re-read a document several different times and focus on one specific aspect of understanding each time. Staying true to the steps and the process will assist you at getting to the depth of meaning necessary for a close reading.

1st Read--Investigate

1. Read through the document once. Pay attention to the title, headings, and graphics.
2. Annotate the document by:
 - i. **Highlight** key vocabulary. Define teacher-selected and any unfamiliar vocabulary.
 - ii. **Underline** key ideas.
 - iii. Put a + or – next to each paragraph to indicate your understanding.
 - iv. Record any questions (?) or reactions (!) you have at this point (minimum of ____).
 - v. Draw an arrow ↔ connecting any ideas.
 - vi. Number (**1, 2, 3**) any sequence of events or multiple pieces of evidence to support an idea.
3. Check the document for currency and reliability and consider the audience for whom it is written.

Note: What is the publication date? How may this date affect the author's intentions? Who is the author? Is the author associated with any groups or individuals that may create bias? What audience does the author have in mind?

2nd Read—Formulate and Analyze

4. Read the document a second time. While you read, revisit your annotations, paying particular attention to the key ideas you have underlined. Answer any questions from your annotations and check understanding, paying close attention to the information previously noted as unclear.
 5. In one or two sentences, record the main idea of the document.
 6. Note the organization of the document in order to determine how the information is presented to the reader.

For example: Does the document begin with an appeal to emotion then present the facts? Does the document present general information then move to more specific? Does the document present an argument and build evidence to support a claim?
 7. Answer text-dependent questions.
- * After re-reading your annotations, write a reflection, considering how your understanding has changed and what part of the Close Reading process helped get you there.

As a culminating activity, consider writing a summary or participating in a class discussion to achieve the following goals:

- use specific evidence from the text to evaluate the author's message
- draw inferences
- reach a conclusion
- explain the significance of the document

Circle One-Underline a Few

Circle the **key idea(s)** in the text or highlight in yellow.

Underline or highlight in pink three to four **details** (elaborations) that give more information for each key idea circled.

Break the text into small chunks for an easier time identifying these pieces.

The overall **topic** is noted in green.

Chunk 1

Hawaii's deep sea coral reefs are home to vast meadows of simple, rootless, leafless plants known as algae. Scientists say these meadows support more species than any other region in Earth's seas. They are also home to many unique and distinct species not found on shallow reefs.

Chunk 2

Coral reefs are rock-like ridges. They are formed out of the hard outer shells of primitive animals known as coral. The corals' shells remain after they die and become fused to the shells of other corals. In time, this results in huge coral reef zones. Algae grow on the coral reefs, and large numbers of fish, in turn, live on the algae — or on other fish attracted to the reefs.

Chunk 3

Shallow tropical coral zones have been carefully studied over many years, and scientists know a good deal about them. However, the richness, diversity and ecological importance of deep sea ecosystems, found at depths of 100–500 feet, has only recently been understood.

As a Close Read Follow-Up, start with Circle One, Underline a Few, take that to 2-Column Notes, then use Exit Ticket Prompt or other Response Starter.

This method can be used online, with copies of articles, or in textbooks with very little modification.

While appearing simple, this active reading technique supplies consistency in helping students organize their thoughts in writing.

The colors, the common vocabulary, and the process will be used across the entire district:

- Green = get going by stating your topic
- Yellow = slow down and be specific
- Pink = stop and explain by giving examples

Aldred, Jessica. "Scientists find hidden treasures in Hawaii's deep coral reefs." 10 Oct. 2016, *Newsela*, newsela.com/articles/coral-twilight-zone.

2 Column Notes

Formatting notes in two columns with coordinating colors aids students in organizing their thoughts. The colors correspond to other district writing techniques.

Green = get going by stating your topic

Yellow = slow down and be specific

Pink = stop and explain by giving examples

Students draw lines across the top and bottom of their paper, then draw a vertical line, making the left column about 1/3 of the paper and the right column about 2/3s of the paper. They should leave room at the bottom to write a conclusion.

T = Hawaii's Deep Sea Coral Reefs	
★ Key Ideas	-- Details
★ home to [undersea] meadows	-- meadows of algae
	● simple, rootless, leafless plants
	● support more species than any other region
★ coral reefs rock-like ridges	-- formed of hard outer shells of primitive animals
	● primitive animals known as coral
	-- coral shells remain
	● fused to shells of other corals
	● results in huge coral reef zones
	● fish live on algae
pi ★ Scientists know about shallow tropical coral zones	-- richness, diversity, ecological importance deep sea ecosystems
	● found at depths of 100 - 500 feet
	● only recently been understood
Conclusion:	

Two column notes are excellent for these:

Word/Concept and Definition

Math Word Problems

Claim/Counterclaim

Question and Answer

Opinion and Proof

Directions and Explanations

Character and Description

Topics and Subtopics

Students can take their notes, add transition words between the criteria, and begin writing a paragraph or an essay in a well-organized manner.

Some transition words:

first

also

another

last

first of all

second

finally

then

next

one way

another way

third

Coding the Text

✓ Prediction

X Contradictions to previous knowledge

? A question or need for clarification

! Discovery of something new or fun

★ Something that seems important

👁 Visualizing or really seeing something

🔗 Connection between the text and life

Note Taking

T =

★ Key idea

-- Significant detail

● Supporting detail

★ Key idea

-- Significant detail

● Supporting detail

2 “ from top

Personal Business Letter Example

4 Enters

3200 E. Galveston St.
Chandler, AZ 85224
Use Current Date



3 blank lines

Mr. David Miller
2814 E. Watkins Rd.
Phoenix, AZ 85066

2 Enters

Inside or Mailing Address

Use courtesy title and name, & job title whenever possible. Follow with the company name.

Dear Mr. Miller:

2 Enters

Salutation: Dear courtesy title and last name

My husband and I are building a home in the mountains. We have been looking around for Soapstone stoves. I understand you carry this line. I know they are very expensive, but I understand that ACE Hardware has a sale in June. Our house is not yet completed, so we can wait for the sale to purchase the stove. Since we have a few months to wait for the sale, I wanted to have you put away your largest Soapstone stove and consider it sold. I can put a down payment on it to secure it.

I will be in the store next Monday to put a down payment on the stove.

Sincerely,

4 Enters

Complimentary Close

*Sign your name here –
begin at left margin*

Barbara Smith

Your Mailing/Return Address

It is acceptable to place your address below your signature line, or at the top of the letter above the date with no blank line separating the date from your address.

Formatting: Open Punctuation = No punctuation after Salutation or Closing;
Mixed Punctuation = colon after Salutation, comma after Closing (see above)