

**MODESTO CHRISTIAN SCHOOL**  
*Home of the Crusaders*



**WRITING STYLE GUIDE**

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Dear Students and Parents of Modesto Christian School:

This revised Writing Style Guide, based on MLA, 7<sup>th</sup> Edition, is yours to refer to throughout the year. It provides students in grades fifth through twelfth with guidelines, directions, and samples of writing products that are uniform throughout Modesto Christian Middle School and High School. *The Writing Style Guide has been printed on both sides to conserve paper. Your essays and research papers should be single-sided only.*

MLA documentation style is widely used by schools and universities in the United States, Canada, and other countries. It is considered standard in the humanities, especially in the fields of language and literature.

Individual classroom teachers work on developing knowledge and skills necessary for success in the process of writing. They will have additional suggestions and guidelines to enhance a written product in acceptable final draft form.

We hope you will find the Writing Style Guide a helpful and beneficial tool as we work together to promote proficient writing and research skills.

**English Department  
Modesto Christian School**

**Department Chair – Mr. Robert Gibson, M.B.A.**

*Revised July, 2015*

## **PLAGIARISM AND CHEATING POLICY**

### **Plagiarism:**

Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, or failing to acknowledge direct quotations, paraphrases, or borrowed facts or information. Specific types of misconduct include but are not limited to:

- quoting material without using quotation marks or a proper citation
- quoting without using quotation marks, even if you use a proper citation
- paraphrasing in a way that intentionally misrepresents the original author's work
- paraphrasing properly but do not include a citation identifying the original author
- fabricating sources or quotations to make it appear that you have based your work on research

### **Cheating:**

All examinations, assignments, projects, or research activities which are designed, in whole or part, either to evaluate student performance or competence or to serve as a learning experience shall be completed independently by each student unless the instructor explicitly states otherwise. Specific types of misconduct include but are not limited to:

- attempting to secure or accepting assistance from any other person at any examination or test, including looking at another's exam, test or quiz, or talking during an exam, test, or quiz
- having in one's possession or using any unauthorized material during the time that one is taking any exam, test, or quiz
- without authorization, procuring a copy of an examination, test, or quiz, or topic for an essay or paper
- submitting for course credit any assignment when one is not the sole author. This includes attempting to receive credit for work performed by another, including assignments copies from others or papers obtained in whole or in part from individuals of other sources
- preparing a written assignment for another student and allowing it to be copied and submitted as his or her work, or allowing your paper, in outline or finished form, to be copied and submitted as the work of another
- using deceptive, dishonesty, or fraudulent methods to obtain or attempt to obtain credit for academic work
- accessing or altering a teacher's record of student grades or scores

Any of the above offenses will result in a zero on that assignment or test. Repeated offenses will result in loss of membership in CSF and/or NHS and the student will be placed on academic honesty probation. A violation while on probation will result in the student being asked to withdraw from MCHS. (Students should also refer to the MC Student Handbook on the topics of plagiarism and cheating)

## ASSIGNMENT HEADINGS

The directions on this page are to be followed when preparing homework papers, the final copy of a composition, or a report for any class.

1. Use college-ruled binder paper, blue or black ink only, with legible printing or cursive handwriting. Your teacher will specify the style of handwriting you will be required to use.
2. Head your paper in the far upper right hand corner:  
Name  
Period  
Date
3. The assignment goes on the FIRST line next to the red marginal line:

|            |        |
|------------|--------|
|            | Name   |
|            | Period |
|            | Date   |
| Assignment |        |
| _____      |        |
| _____      |        |
| _____      |        |
| _____      |        |

## USE OF PERSONAL COMPUTER

When the use of a computer is permitted or required, the following format is to be used:

1. Font size – 12 for Times New Roman
2. Double space / 1 space after period
3. Black ink

For grades 5-8, your teacher will specify if your writing projects may be handwritten or typed.

**For grades 9-12, all essays and research projects must be typed.**

## PROOF-READING CHECKLIST

1. Is your name on the paper?
2. Did you follow all directions?
3. Is your work neat and legible?
4. Does each sentence begin with a capital letter?
5. Do other important words need capital letters?
6. Does each sentence end with correct punctuation?
7. Is each word spelled correctly?
8. Does each sentence contain a subject, object and verb?
9. Have you reread your paper?
10. Is the paper well organized?
11. Does each paragraph have a clear and unified theme?
12. Are there any redundancies that can be eliminated?
13. Did you use cursive handwriting? (Middle school requirement only)

## HEADING YOUR WRITING PROJECTS

As fifth and sixth graders at Modesto Christian, you will use a title page for all essays and research papers according to example #2.

Beginning in the eighth grade, you will be required to format your essays and research papers according to example #1 or example #2, at your teacher's discretion.

As you advance through the grades, you will find that most teachers, and later professors, will require you to head your papers according to the MLA (Modern Language Association of America) Handbook for Writers of Research Papers, Edition 7. MLA is the most commonly accepted method at the university level.

## HEADING AND TITLE

**HEADING FOR GRADES 8<sup>TH</sup> –12<sup>TH</sup> ONLY: Your teachers will specify which example to use.**

**Example #1: Required essay/research paper format for 8<sup>th</sup> –12<sup>th</sup> grades.**

**\*\*SEE PAGE 10 FOR A FULL-SIZE EXAMPLE OF FIRST PAGE FORMAT\*\***

First Page:

- Margins: left, right, bottom – 1 inch  
top - ½ inch
- type your last name and page number, ½ inch from top **right-hand** corner
- double space, then, flush with the left margin, type your name, your instructor's name, the class title, and the date on separate lines, double-spacing between the lines (**1<sup>st</sup> date, month and year**) using **Arabic numerals**
- double space again and center the title, **double-spacing** between the lines of the title, if necessary
- do not underline your title, title should be formatted the same as the body text
- double space between the title and the first line of the text

Succeeding pages:

- In the upper right-hand corner of the paper, ½ inch from the top, using the header, type your last name and the page number only (example: Smith 2, Smith 3, etc.)
- Remember do not include word counts

Paragraphs:

- Indent ½ inch to indicate the start of a new paragraph
- No spaces between paragraphs

**For grades 8<sup>th</sup> –12<sup>th</sup>, (or as per teacher instruction) on the due date your teacher may require you to submit a copy of the essay on disk, as well.**

Succeeding pages: Last name 2  
Last name 3  
  
(No word count)

|                                    |
|------------------------------------|
| Last Name 1                        |
| Name                               |
| Teacher (Mrs. Crusader)            |
| Class Title (English III Period 5) |
| Date (05 February 200_)            |
| Title                              |
| _____                              |
| _____                              |

**TITLE PAGE FOR 5<sup>th</sup> - 12<sup>th</sup> GRADE :**

**Example #2: Required title page format for 5<sup>th</sup> -12<sup>th</sup> graders MCHS teachers require a title page.**

Your title page should be neat and simple. Do not decorate it with symbols and pictures unless permitted by your teacher. The following format is the MLA standard to be used.

|  |  |  |
|--|--|--|
| Title<br>21 spaces down. all caps                          | ↓<br>Press enter 20 times, you<br>will be on line 21<br><br>The Rainforests of South America |  |
| Press enter 20 more times = Line 41 Click center alignment | John Doe<br>Mrs. Crusader<br>English IV Period 3<br>August 11, 2012                          | Type name, press enter<br>Type teacher's, name press enter<br>Type course name, press enter<br>Type date |

## REFERENCE MATERIAL

**In order to avoid plagiarism, proper credit must be given to all sources used in research papers. You must name your source when you are:**

Name your source when you are

- using another writer's exact words (in any order)
- reporting an original idea that isn't yours
- reporting a fact available from just one source
- reporting any information not previously known to you

### **Directions for naming your source:**

Place the citation at the end of the sentence, within parentheses, but before the period. The citation gives only the author's name and the page number where the cited information may be found.

The citation refers the reader to the Works Cited page at the end of the paper.

**Use the following example to cite your reference in your essay**  
**(Gibaldi 293).** Gibaldi (author) 293 (page where material is located)

### ***Reference Material Samples (End Notes, after documented sentence)***

#### *A work by one author:*

The meeting was nearing its end by June 23, the day Bacon and 500 men trooped into town (Reynolds 93).

#### *A work by two, three or more authors:*

Provide the last name of each author, punctuating as you would for items in a series.

Commas are not necessary in a citation involving only two authors.

Two authors – (Bartlett and Steele 52).

More than two authors – Use the last name of the first author (Belenky et al. 205).

#### *A multi-volume work:*

When you cite material from a multi-volume work, include the name and volume number followed by a colon and a space before the page number (World Book 6:247).

#### *Poetry and the Bible:*

When you refer to poetry and the Bible, you must give numbers of lines, or of chapters and verses, rather than page numbers.

Emily Dickinson concludes "I'm nobody! Who are you?" with a

characteristically bittersweet stanza:  
How dreary to be somebody!  
How public, like a frog  
To tell your name the livelong June  
To an admiring bog! (5-8)

The following reference to the Bible indicates that the account of creation in Genesis extends from chapter 1, verse 1, through chapter 1, verse 22.  
Example: (Gen. 1:1-22)

## **WORKS CITED**

(Bibliography/References)

As you discover information and opinions on your topic, you should keep track of sources that you may use for your paper. A record of such sources is called a working bibliography. The working bibliography will eventually evolve into the list of works cited that appears at the end of the research paper.

- Arrange references in alphabetical order by the author's last name.
- Check your citations/end marks against this list to ensure that they are complete and correct.
- Write the first line of every new entry flush with the left margin.
- On the second line, indent (one half-inch) ½", using double-spacing, and continue until you have completed the information for the entry.
- Double-space all new entries.

## **MLA 7 Reference Guide and Sample Works Cited**

### **Basic Rules**

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.

### **Additional Basic Rules New to MLA 2009**

- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD.
- *Writers are no longer required to provide URLs for Web entries.* However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.



- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

## Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- **New to MLA 2009:** Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

Cited from: [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu)

### Book

MLA Last, First M. *Book*. City Published: Publisher, Year Published. Print.

Ex: Carley, Michael J. 1939: *The Alliance That Never Was and the Coming of World War II*. Chicago: Dee, 1999. Print.

### Chapter/Anthology

MLA Last, First M. "Section Title." *Book/Anthology*. Ed. First M. Last. Edition. City Published: Publisher, Year Published. Page Range. Print.

Ex: Melville, Herman. "Hawthorne and His Mosses." *The Norton Anthology of American Literature*. Ed. Nina Baym. 3rd ed. New York: Norton, 1989. 5-25. Print.

**\*Essays, shorts stories, and poems are put in quotes. Works originally published independently such as plays and novels generally are italicized**

### Magazine

MLA Last, First M. "Article." *Magazine* Day Month Year: Page(s). Print.

Ex: Pressman, Aaron. "Bottom Fishing in Rough Waters." *BusinessWeek* 29 Sept. 2008: 27. Print.

### Newspaper

MLA Last, First M. "Article." *Newspaper* Day Month Year: Page(s). Print.

Ex: Campoy, Ana. "Gasoline Surges in Southeast After Ike." *The Wall Street Journal* 23 Sept. 2008: A14. Print.

## Journal

MLA Last, First M., and First M. Last. "Article." *Journal Name* Volume.Issue (Year):  
Page(s). Print.

Ex: Bharadwaj, Parag, and Katerine T. Ward. "Ethical Considerations of Patients with  
Pacemakers." *American Family Physician* 78 (2008): 398-99. Print.

## Website

MLA Last, First M. "Website Article." *Website*. Publisher, Day Month Year. Web. Day  
Month Year.

Ex: Satalkar, Bhakti. "Water Aerobics." *Buzzle.com*. Buzzle.com, 15 July 2010. Web.  
16 July 2010.

## Online Database (Journal)

MLA Last, First M. "Article." *Journal* Volume.Issue (Year): Pages. *Database*. Web.  
Day Month Year.

Ex: Ahn, Hyunchul, and Kyoung-jae Kim. "Using Genetic Algorithms to Optimize  
Nearest Neighbors for Data Mining." *Annals of Operations Research*  
263.1 (2008): 5-18. *Academic Search Premier*. Web. 25 Sept. 2008.

**\*MLA abbreviates all months except for May, June and July. For example, "February" is "Feb."**

## TV/Radio

MLA "Episode." Contributors. *Program*. Network. Call Letter, City, Date. Medium.

Ex: "The Saudi Experience." Prod. Mary Walsh. *Sixty Minutes*. CBS. WCBS, New  
York, 5 May 2009. Television.

## Film

MLA *Title*. Contributors. Distributor, Year of release. Medium viewed.

Ex: *The Dark Knight*. Dir. Christopher Nolan. Perf. Christian Bale, Heath Ledger, and  
Aaron Eckhart. Warner Bros., 2008. DVD.

### **Sound Recording**

MLA Contributors. "Song." *Album*. Band. Manufacturer, Year. Medium.

Ex: Corgan, Billy, and Butch Vig. "Today." *Siamese Dream*. Smashing Pumpkins.  
Virgin Records America, 1993. CD.

### **Visual Art/ Photograph**

MLA Last, First M. *Painting*. Year created. Medium of work. Museum / collection,

Ex: Picasso, Pablo. *Three Musicians*. 1921. Oil on panel. Museum of Mod. Art, New  
York.

### **Lecture/ Speech**

MLA Last, First M. "Speech." Meeting / Organization. Location. Date. Description.

Ex: Obama, Barack H. "Inaugural Address." 2009 Presidential Inaugural. Capitol  
Building Washington. 20 Jan. 2009. Address.

### **Interview**

MLA Interviewee. "Title." Interview by interviewer. Publication information. Medium.

Ex: Abdul, Paula. Interview by Cynthia McFadden. Nightline. ABC. WABC, New  
York. 23 Apr. 2009. Television.

### **Cartoon**

MLA Last, First M. "Title." Cartoon / Comic strip. Publication information. Medium.

Ex: Trudeau, Garry. "Doonesbury." Comic strip. New York Times 8 May 2008: 12.  
Print.

# Turnitin.com Reference

## Introduction

This quickstart will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

**If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this quickstart.**

## Step 1

To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on the *New Users* at the top of the homepage.

**1) Click to register and create your user profile**

The new user wizard will open and walk you through the profile creation process. To create a profile, you must have a class ID and an enrollment password. You can get this information from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.

## Step 2

Your class will show up on your homepage. Click on the name of your class to open your class portfolio.

**2) Click on the name of your class to open your portfolio**

## Step 3

Your class portfolio shows the assignments your instructor has created and your submissions to the class. To submit a paper, click the submit button next to the paper's assignment.

**3) Click the submit icon to upload your paper**

## Step 4

The paper submission page will open. Enter a title for your paper. To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt)

After entering a title for your paper and selecting a file, click *submit* to upload your paper.

**4) Once you have located your paper and entered a title, click submit**

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut & paste* using the pulldown at the top of the form.

**5) Select cut & paste with the pulldown to submit a paper in a file format we do not accept**

To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method you can skip the next step.

### **Step 5**

The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *yes, submit* button.

**6) *Make sure you selected the correct paper; click “yes, submit” to finalize your submission***

### **Step 6**

After you confirm your submission, a digital receipt will be shown. This receipt will be e-mailed to you. To return to your portfolio and view your submission, click the portfolio button.

**7) *Click the portfolio icon to return to your portfolio and view your submission***

**By default, students cannot see their own Originality Reports. If you do not see an Originality Report icon in your portfolio and want to see your report, contact your instructor.**

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our **student user manual**, which is available at

**[http://www.turnitin.com/static/pdf/tii\\_student\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_student_guide.pdf)**

## Internet Research Guide Homework Central

### **refdesk**

[www.refdesk.com](http://www.refdesk.com)

This site has calendars with historical information about each day, research facts, a search desk for exploring the Web, dictionary, encyclopedia, thesaurus, current weather, stock quotes, current news, research information, help and advice links as well as others.

### **ABC News**

<http://abcnews.go.com/>

### **CNN Interactive**

[www.cnn.com](http://www.cnn.com)

### **Concise Columbia Encyclopedia**

[www.encyclopedia.com](http://www.encyclopedia.com)

### **Discovery Channel Online**

[www.discovery.com/](http://www.discovery.com/)

### **The Exploratorium**

[www.exploratorium.edu](http://www.exploratorium.edu)

### **History Channel**

<http://www.history.com/>

### **The Library of Congress**

<http://lcweb.loc.gov/>

### **National Archives and Records Administration**

[www.nara.gov/](http://www.nara.gov/)

### **National Geographic**

[www.nationalgeographic.com](http://www.nationalgeographic.com)

### **PBS Online**

[www.pbs.org/](http://www.pbs.org/)

### **Smithsonian Institution**

[www.si.edu/](http://www.si.edu/)

### **United States Holocaust Memorial Museum**

[www.ushmm.org/](http://www.ushmm.org/)

### **USA Today**

[www.usatoday.com](http://www.usatoday.com)

1/2" ↑↓

Smith 1

Joe Smith

Mrs. Crusader

English III Period 5

05 February 20

The Life and Times of Mark Twain

Double-space

1" ←→

Begin essay ..... 1" ←→

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Indent 1/2"