

Citations

Research is an important part of being a good historian, social scientist, and student because an opinion or argument without supporting details is useless. On the other hand, presenting someone else's work as your own to validate an argument will ruin your reputation as a historian, social scientist, and student. So anytime you are conducting research and borrow information from someone else, whether it is a quote or paraphrase, you must make sure to cite it in the text as well as in your works cited. Please refer to the following examples and for more info use: The Purdue Owl <http://owl.english.purdue.edu/owl/resource/747/01/>

General Guidelines

- 12 point, Times New Roman font
- 1 inch margins
- Double spaced
- Page numbers in the upper right hand corner with your last name
- Title centered on its own line
- Name, instructor, class title, due date in the upper left hand corner, double spaced

Jane Smith	Smith 1
Zirbel	
Social Studies 1	
September 25, 2012	
Citations: How I Got An A	

MLA In-Text Citations

- Known Author:
Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).
- Unknown Author
We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." (*Impact of Global Warming* 6).
- Multiple Authors
The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).
- Non-Print or Internet Sources
Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).

**First Citation, consecutive citations by the same work will be just the page number (278).

MLA Works Cited Citations

- Book
Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.
- Print by a Corporate Author
American Allergy Association. *Allergies in Children*. New York: Random, 1998. Print.
- Page or Document on a Website
"How to Make Vegetarian Chili." *eHow*. Demand Media, Inc., n.d. Web. 24 Feb. 2009.
- Film or Movie
The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995. Film. [listing actors is optional]

Grammar Basics

Proper grammar and punctuation are essential components to writing an excellent paper whether it is a research paper, blog post, or opinion paper. Without correct grammar and punctuations the intent of your meaning could be misunderstood; for example,

Woman, without her man, would be nothing. v. *Woman, without her, man would be nothing.*

So make sure you proof read your papers and check for grammar and punctuation! Refer to following rules about commas to help you and for more info use: <http://www.grammarbook.com/>

Commas

- **Rule 1** -To avoid confusion, use commas to separate words and word groups with a series of three or more.
 - **Example:** *My \$10 million estate is to be split among my husband, daughter, son, and nephew.*
Omitting the comma after *son* would indicate that the son and nephew would have to split one-third of the estate.
- **Rule 2** - Use a comma to separate two adjectives when the word *and* can be inserted between them.
 - **Example:** *He is a strong, healthy man.*
- **Rule 3** - Use a comma when an *-ly* adjective is used with other adjectives.
 - **NOTE:** To test whether an *-ly* word is an adjective, see if it can be used alone with the noun. If it can, use the comma.
 - **Example:** *Felix was a lonely, young boy.*
- **Rule 4** - Use commas before or surrounding the name or title of a person directly addressed.
 - **Example:** *Will you, Aisha, do that assignment for me?*
- **Rule 8** - Use commas to set off expressions that interrupt sentence flow.
 - **Example:** *I am, as you have probably noticed, very nervous about this.*
- **Rule 9** - When starting a sentence with a weak clause, use a comma after it. Conversely, do not use a comma when the sentence starts with a strong clause followed by a weak clause.
 - **Examples:** *If you are not sure about this, let me know now.* Vs. *Let me know now if you are not sure about this.*
- **Rule 10** - Use a comma after phrases of more than three words that begin a sentence. If the phrase has fewer than three words, the comma is optional.
 - **Example:** *To apply for this job, you must have previous experience.*
- **Rule 12** - Use a comma to separate two strong clauses joined by a coordinating conjunction--*and, or, but, for, nor*. You can omit the comma if the clauses are both short.
 - **Example:** *I have painted the entire house, but he is still working on sanding the doors. I paint and he writes.*
- **Rule 14** - A **comma splice** is an error caused by joining two strong clauses with only a comma instead of separating the clauses with a conjunction, a semicolon, or a period. A **run-on sentence**, which is incorrect, is created by joining two strong clauses without any punctuation.
 - **Incorrect:**
Time flies when we are having fun, we are always having fun. (Comma splice)
Time flies when we are having fun we are always having fun. (Run-on sentence)
 - **Correct:**
Time flies when we are having fun; we are always having fun.
- **Rule 20** - Use commas surrounding words such as *therefore* and *however* when they are used as interrupters.
 - **Examples:**
I would, therefore, like a response.
I would be happy, however, to volunteer for the Red Cross.