THE RED DEVIL WRITING GUIDE

Grades 7-12

Most high schools and universities require research compositions to follow MLA, which stands for Modern Language Association, and is a type of format. The second most common format is APA, which stands for American Psychological Association.

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

> According to the *Merriam-Webster OnLine Dictionary*, to "plagiarize" means
> 1. to steal and pass off (the ideas or words of another) as one's own
> 2. to use (another's production) without crediting the source
> 3. to commit literary theft
> 4. to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Simply put, plagiarism is the use of another's original words or ideas as though they were your own.

All of the following are considered plagiarism:
- turning in someone else's work as your own
- reusing work you have already turned in for another class but representing it as new work
- copying words or ideas from someone else without giving credit
- failing to put a quote in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

*Attention! **Changing the words of an original source is *not* sufficient to prevent plagiarism.** If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

If just one section/sentence is plagiarized, the entire assignment is considered plagiarized resulting in a zero.

* What interests teachers the most is seeing how YOU understand the assigned topic, and how YOU develop your own style and voice.

Why does format change?

In April 2016, MLA replaced its seventh edition resources with a new eighth edition. This updated version reflects the ways in which digital publication has changed how writers and researchers document sources. Rather than insisting that writers follow strict citation formulas . . . the new edition focuses on the writer's strategy and individual decisions.

How does this affect me, as a writer?

Not all scholarly prose is the same, and every writer should evaluate her/his readers and determine how to best engage them. The writer's goal should be to provide a document and list of sources that is easy for readers to use, so that the reading experience is informative and enjoyable.

How Do I Evaluate My Sources?

- Determine how relevant the source is to your topic.
- Determine the credibility of the publication. For example, if the publisher or creator is an academic organization, this is a good indicator that the source is credible. Wikipedia, Blogs, Social Networks (like Facebook, etc.) are **NOT** credible. In addition, analyze the author. If it is just a name with no accreditation, it may be a student's work and this would NOT be a credible source.
- Determine the currency of the source.

What is a Citation? (Information inside a set of these)

A "citation" is the way you tell your readers that certain material in your work came from another source. It is found inside a set of parenthesis and is part of the sentence. It also gives your readers the information necessary to find that source again, including:
- Information about the author
- The title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing

See later pages for specific information found inside a citation.

Do I Have to Cite Sources for Every Fact I Use?

No. You do not have to cite sources for facts that are not the result of unique individual research. Facts that are readily available from numerous sources and generally known to the public are considered "common knowledge," and are not protected by copyright laws. You can use these facts liberally in your paper without citing authors. If you are unsure whether or not a fact is common knowledge, you should probably cite your source just to be safe.

*EXAMPLES THAT DO NOT NEED CITATIONS:

1. Bob Hope was born on May 29, 1903. **This is common knowledge.**

2. Bob Hope was a shining light and a spark of hope for the American troops. **This is the writer commenting on research.**

*EXAMPLES THAT REQUIRE CITATIONS:

1. **Book by one author:**

   A noted educator explains that *The Office* relies on "bizarre social interactions" (Bowers 53).

2. **Indirect Source (Author quoting someone else):**

   Jim Halpert says, "When you have a boss like Michael Scott, life can be frustrating" (qtd. in Merriweather and Long 225).

3. **Two or more sources in one parenthetical reference:**

   Some television viewers have vowed that they watch *The Office* weekly and that they believe it is the best show on NBC (Clark 2; Newman 43).

4. **Electronic and non-print sources – use the title of the source:**

   55% of the voting panel decided on awarding *The Office* with an Emmy in 2006 ("The Office: An Ideal Workplace?") **This is an example of an article online.**

   After winning several awards, *The Office* was placed into the National Television Archive in 2010 (*The National Television Association*). **This is an example of a DVD.**

When Do I Need to Cite?

Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:
- Whenever you paraphrase
- Whenever you use quotes
- Whenever you use an idea that someone else has already expressed
- Whenever you make specific reference to the work of another
- Whenever someone else's work has been critical in developing your own ideas

*Ideally, a research paper will contain 50% of its sentences cited and 50% will be the writer commenting on the research.

*For print sources, include the author's last name and the page number in the parenthesis and for non-print sources include whatever is listed first for the source on the works cited page, properly punctuated (usually an author's last name with no page number or the title of the work with no page number).

What are Some Hints to Help Avoid Plagiarism?

A. Plan Your Paper

Planning your paper well is the first and most important step you can take toward preventing plagiarism. If you know you are going to use other sources of information, you need to plan how you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and your own, original ideas. Writing an outline or coming up with a thesis statement in which you clearly formulate an argument about the information you find, will help establish the boundaries between your ideas and those of your sources.

B. Take Effective Notes

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources, so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems – including improper citations and misquotations, both of which are forms of plagiarism! To avoid confusion about your sources, try using different colored fonts, pens, or pencils for each one, and make sure you clearly distinguish your own ideas from those you found elsewhere. Using the note card method is highly effective as well. It is vital to keep careful track of references during the note-taking stage. Also, get in the habit of marking page numbers, and make sure that you record bibliographic information or web addresses for every source right away – finding them again later when you are trying to finish your paper can be a nightmare!

C. **When in Doubt, Cite Sources**

Of course you want to get credit for your own ideas, and you don't want your teacher to think that you got all of your information from somewhere else. However, if it is unclear whether an idea in your paper is yours, or whether you got it from somewhere else and just changed it a little, you should always cite your source. Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your paper by: 1) showing that you are not just copying other ideas but are processing and adding to them, 2) lending outside support to the ideas that are completely yours, and 3) highlighting the originality of your ideas by making clear distinctions between them and ideas (from outside sources).

D. **Make it Clear Who Said What**

Make sure when you mix your own ideas with those of your sources that you always clearly distinguish them. If you are discussing the ideas of more than one person, watch out for confusing pronouns. Always make sure to distinguish who said what, and give credit to the right person.

E. **Know How to Paraphrase**

A paraphrase is a restatement in your own words of someone else's ideas. Changing a few words of the original sentences does NOT make your writing a legitimate paraphrase. You must change both the words and the sentence structure of the original, without changing the content. Also, you should keep in mind that paraphrased passages still require citation because the ideas came from another source, even though you are putting them in your own words.

The purpose of paraphrasing is not to make it seem like you are drawing less directly from other sources or to reduce the number of quotations in your paper. It is a common misconception among students that you need to hide the fact that you rely on other sources. Actually it is advantageous to highlight the fact that other sources support your own ideas. Using quality sources to support your ideas makes them seem stronger and more valid. Good paraphrasing makes the ideas of the original source fit smoothly into your paper, emphasizing the most relevant points and leaving out unrelated information.

*EXAMPLE:

Original Sentence – "Students are five times more likely to succeed in school if they are actively engaged, prepared, and have the confidence needed to ensure they will achieve at a higher rate than their peers" (Crystal 180).

Acceptable Paraphrase – The author argues that students will benefit from listening in class, having their materials available and organized and striving for success by applying their skills to raise the bar higher than their classmates have (Crystal 180).

Keep in mind that we want you to borrow information BUT understand what you've borrowed. In order to successfully attempt the 50/50 means that you will borrow and cite some, but then the rest of your sentences will be you making sense of the information you borrowed. An example of this would be:

The first few winter months of the year may be a time when in-active adolescents and older adults develop the flu partly because of their poor eating and sleeping schedules (Meyers 21). With that being said, it would be very beneficial for all teenagers and the elderly to eat healthy foods, get enough rest, and add exercise into their daily lives in order to stay healthy.

The first sentence is borrowed (and paraphrased) and cited; however, the second sentence is the writer making sense of the information borrowed and not cited.

F.   How to Use Direct Quotes

A direct quote must be written word for word and must include a citation. Direct quotes should not be over-used and should only be used to help the paper along. The writer must give the speaker of the quote and should comment on the quote. No "floating" quotes; writer may not use back to back quotes.

*EXAMPLES:

1. **The ellipses** – If you only want to use a portion of a quote, you may start, omit words, or end with the ellipses (…)
". . . therefore, Bob Hope will always be remembered for his humor and dignity" (Lauer 45).

"Bob Hope will be remembered for his jokes. . . but will forever be remembered for his dignity" (Lauer 222).

"Hope has given us so much to smile about. . . " (Lauer 299).

2. **Quoting a quote** – If you include a quote within a quote, you would use single quotations inside the original quotations like the following shows:

Jones stated, "'There is hope'" in all of us (qtd. in Smith 298).

3. **Long Quote (Block quote)** – If a passage is longer than <u>four</u> typed lines, set the quotation off by starting a new line and indent each line one inch, or ten spaces, from the left margin. Do not enclose the passage in quotation marks. You still must cite it, but the end mark comes BEFORE the citation.

Example from a sample paper –

. . . known as a jokester, a few well-known jokes of Hope's were:

> Well, we're coming up on June, the month of weddings. You know marriage is making a big comeback. I know personally that in Hollywood people are marrying people they never married before. Kids are wonderful, but I like mine barbecued. She said she was
>
> approaching forty, and I couldn't help wondering from what direction. People who
>
> throw kisses are hopelessly lazy. (Hope 21)

The Modern Language Association (MLA) recommends the following format for the manuscript of a research paper:

First Page – The MLA does not require a separate title page, so the first page of the paper will include the following in the upper left hand corner of the page: your name, the course name, the teacher's name, and the due date. The paper will be typed in Times New Roman, 12 point font. Double-space between each item and then double space again before you center the title of your paper. Double-space again before you begin the first sentence of your paper.

Margins and Spaces – Leave one inch margins at the top, bottom, and sides of the paper. Double-space the entire text and works cited page. Indent the first line of each paragraph five spaces. Use a hanging indent on the works cited page.

Page numbers – Include your last name and the page number on each page, one-half inch below the top and flush with the right margin.

MLA requires a separate page that lists all sources that were used to compose the research paper. The following explains the set-up of the page:

- Start the list on a separate page.
- Center the heading Works Cited one inch from the top of the page.
- Start each entry flush with the left margin; indent subsequent lines one-half inch or five spaces. Double-space the entire page.
- List sources alphabetically by the first word. Ignore *A*, *An,* and *The* but don't remove them.
- Every source will have a period at the end of the entry.
- Italicize titles of books, periodicals, databases, and other longer works; enclose titles of shorter works in quotation marks. Do not underline in place of italics.
- Never underline/italicize a period in a title.
- Use commas to separate all items after the author and title.
- Set the page up with a hanging indent.
- Use a colon to separate titles that include subtitles.
- Give the state of a publication city only if there are several cities with the same name.
- Always use the most recent copyright date listed.
- Always use the first city listed.
- You must USE all sources listed on a Works Cited page within the paper.

Here is a list of examples from MLA for formatting sources for a Works Cited page.

1. A Book by One Author

Author's last name, Author's first name. *Title of Book*. Place of publication, Publishing company, year.

Smith, Richard L. *The Writing Crew*. New York, Free Press, 2001.

2. A Book by Two or Three Authors

First Author's last name, Author's first name, and second or third Author's first and last

name. *Title of Book*. Place of publication, Publishing company, year.

Peel, Robin , and Jeanne Gerlach. *Question of English: Ethics, Aesthetics, Theories and*

the Formation of the Subjects in England. London, Routledge, 2000.

3. A Book by Four or More Authors

First author's last name, Author's first name, et al. *Title of Book*. Place of publication, Publishing

company, year.

Cooper, Thomas, et al. *Seeing the Light: Scientific Advancements for the Blind*. New York, Bantam, 2010.

* Et al is Latin and translates into "and the rest". It is used when it is not practical to list many authors or editors.

4. A Book with an Editor

Author's last name, Author's first name, ed. *Title of Book*. Place of publication: Publishing company,

year.

Smith, Yolanda, ed. *Hoop Dreams*. Chicago: McGraw-Hill, Inc., 2009.

5. A Work in an Anthology (collection of literary pieces by one or more authors)

Author's last name, Author's first name. "Article Title." *Title of Book*. Editor of the book with Ed. before

the name, Place of publication, Publishing company, year, Page numbers.

Reed, Karaim. "Working Mothers are Benefiting the Family." *The Family: Opposing Viewpoints*. Ed.

Auriana Ojeda, San Diego, Greenhaven Press, 2003, 54-59.

6. Using a Contribution (An introduction, preface, foreword, or afterword)

Author's last name that wrote the contribution, Author's first name. Type of Contribution. *Title of*

Book. By Author/Editor of the book, Place of publication, Publishing company, year, Page

numbers (typically Roman numerals).

Smith, Richard L. Foreword. *The Writing Crew*. By Scott Price, New York, Free Press, 2001, I-IV.

* If the page does not have a page number, count from a numbered page to figure out what page it
should be.

7. An Article in a Reference Book

Editor/Author's last name, first name. "Article Title." *Title of Book*, Year of edition.

Blotner, Elizabeth, ed. "Joplin, Janice." *Encyclopedia Americana*, 2007 ed.

8. An Article from a Newspaper

Author's last name, Author's first name. "Title of Article." *Title of Newspaper (*Do not begin with "A",

"An", or "The"), Day Month Year, page number.

Gough, Tim. "Earnestly Speaking." *Findlay Courier*, 4 April 2001, A3.

9. An Article from a Magazine

Author's last name, Author's first name. "Title of Article." *Title of Magazine*, Day Month Year, page

number.

Russell, Amy. "Can a Dog Save Your Life?" *New Yorker*, 28 Jan. 1974, 122+.

* When an article skips page numbers, give only the first page number and a plus sign.

10. An Article in a Scholarly Journal

(Print Version) Author's last name, Author's first name. "Title of Article." *Title of Journal* , Volume, Issue

(Year), pages.

Long, Elizabeth, and Allison Littler. "Children with Autism Spectrum Disorders." *Public Library of*

Science , 10.3 (2015), 1-16.

(Online Version) Same as above BUT you need to add an access date to the end

11. An article in an Online Database, Journal, Magazine, Newspaper

Author's last name, Author's first name (if listed). "Title of Page.*"* Date of publication, *Name of*

Database, URL, Access date.

Sorg, Randy. "The Victorian Era." 2001, *The Official Victorian Database*, lifeinvictoriantimes.com, 5

April 2010.

12. An Entire Website

Editor, Author, or Compiler's last name, first name (if listed). *Name of Site*. Name of

Institution/Organization affiliated with the site, Date of publication, URL,

Access date.

The Federal Bureau of Investigation. US Department of Justice, 2013, fbi.org, 2 February 2013.

13. An E-Reader

Author's last name, Author's first name. *Title of Book*. Place of publication, Publisher, copyright, *Source of eBook*, URL, Access date.

Johnson, James. *Electric Rhetoric*. New York, Little and Brown, 1999, *netLibrary*, electronicrhetoric.edu, 12 March 2012.

14. Entry in an Online Reference Work

Last name of the author, first name (if there is one listed) . "Title of the Article." *Name of the site or the Sponsor*, Copyright date, URL, Access Date.

"Marilyn Monroe Biography." *Encyclopaedia Britannica*, 2006, marilynmonroe.org, 8 May 2010.

15. Digital Files (PDF, JPEG, or Microsoft Word)

Last name of the author, first name (if there is one listed) . "Title of the Article." Copyright date, File type.

Smith, George. "A Time of War and Peace." 2011, PDF File.

16. Film, DVD, or Video

Title of DVD. Dir. Name of the director, Perf. Names of the main actors (3 maximum with commas to separate), Name of the company, Copyright date.

There Will Be Blood. Dir. Paul Thomas Anderson, Perf. Daniel Day-Lewis, Paramount Vantage/Miramax, 2007.

17. Television Program

Title of the Program. Name the important contributors (writer = writ.; director = dir.). The network,

Broadcast Date.

The Sopranos. Writ. Diane Frolov and Andrew Schnider, Dir. Alan Taylor, HBO, 2 April 2006.

18. Unpublished or Personal Interview

Last name of the person interviewed, first name. The type of interview (telephone, personal, email),

Date of the interview.

Barger, James. Personal interview, 10 November 2005.

19. Map, Chart or Image

"Title of the Map, Chart, or Photo." *Title of the Collection*. Publishing Company,

copyright date, URL, Access date.

"Spain." *Europe At a Glance*. Euroworks, May 2001, spainmaps.com, 10 November 2001.

* When using Google Images, you must cite the website the image directs you to.

20. Sound Recording

Name of the composer, singer or band. "Title of the recording." *Title of the Album*, Manufacturer, year

issued.

Bon Jovi. "Livin' on a Prayer." *Greatest Hits: Bon Jovi*, The Island Def Jam Music, 2010.

21. Pamphlet

Author (possibly a group). *Title of Pamphlet*. Place of Publication, Publisher, Year.

Right to Life Foundation. *Get the Facts Before You Choose*. Columbus, Ohio, Right to Life, 2011.

22. YouTube Video

Editor, author, or compiler name (if available). "Posting Title." *Name of site*, Name of

Institution/organization affiliated with the site (publisher or sponsor), date of resource creation

(if available), URL, Date of access.

PrettyinPinkClub. "Molly Ringwald Remix – Part 3." *YouTube*, 2009, pip.com, 14 March 2011.

23. Web Log (Blog)

Author's last name. *Title of the Web Log.* Sponsor or Publisher of the Web Log (if there is none, use

N.p.), Date of most recent update, URL, Date of access.

Conick. *All That New Orleans Jazz*. N.p., 20 May 2010, allthatjazz.com, 19 July 2011.