

**Reitz Memorial High School
Writer's Guide**

**4th Edition: Based on the 2009 MLA update
English Department**

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Format

Please note that we are using MLA (the Modern Language Association) format. Other formats exist. Many of the sciences use APA; much of the research done in history departments is formatted with Chicago Style. Always ask your instructor what format he or she prefers.

Helpful Resource

While this guidebook addresses the most common concerns, it is not all-inclusive. Many helpful resources exist, but the Purdue Online Writing Lab (Purdue OWL) is a very accurate, user-friendly version. Defer to it when in doubt. Often other online resources are outdated or inaccurate.

MLA Paper Formatting (See Appendix A, B and K)

- 12 pt font, Times New Roman
- 8 ½ x 11 white paper
- Double space heading, paper, and works cited page.
 - Make sure no additional spacing is included within the lines or paragraphs. The line spacing settings for “before” and “after” should be set at 0pt.
- 1-inch margins on all four sides of your paper. (See Appendices A & B)
 - Align your paper on the left-hand side.
- Indent the first line of each paragraph from the left margin. (1 tab=5spaces)
- Write in third person unless otherwise specified by instructor.
- A paragraph is 5-8 sentences and includes a topic sentence.
- Do not use contractions; remember the difference between possession and contractions.
- When directly quoting, write as written even if it breaks a rule (such as using contractions).
- Each essay needs a thesis statement; please underline it.
- Each paragraph also needs a topic sentence; the topic sentences should support the thesis statement.

Title Page/ Cover page (See Appendix C and K)

- Centered, double spaced
- Include the following information:
 - The title (and subtitle) is centered about one-third down the page.
 - The writer’s name is centered below about half way down the page.
 - The course title, teacher’s name, date, and draft (use 1st draft, 2nd draft, 3rd draft) are centered near the bottom of the page.
- Title should be creative and interesting and composed of five words or less
 - First word, last word, and all important words are capitalized.
 - Do not capitalize prepositions or articles unless first or last word.
 - Do not bold, underline, italicize, or supersize title.
- Never use the words ROUGH DRAFT or FINAL DRAFT.
- If you use a heading, do not use a title page.

Heading (See Appendix A and B)

- If you do not use a title page, use a heading.
- Heading goes in upper left and is double spaced.
- Include the following information:
 - Writer's name
 - Teacher's name
 - Class
 - Due Date
 - Draft (1st draft, 2nd draft, 3rd draft) –This is optional
- Center creative, interesting title
 - Title should be five words or less.
 - Do not bold, underline, italicize, or supersize title.
 - Capitalize first word, last word, and all important words in title.
 - Do not capitalize prepositions or articles unless first or last word.

Header/page numbers (See Appendix A, B, and K)

- Use a header on each page of your paper when using a heading.
- When using a title page, include a header on each page of the essay but **NOT** on the title page.
- The header should appear in upper right and include the writer's last name and page number. Make sure the font is 12 point Times New Roman.

Outline (See Appendix D and E)

- Two kinds of outline: topic and sentence.
- Know which one the instructor expects.
- Include a heading on outline.
- No title needed on outline.
- In topic outline, no Roman numeral needed for Introduction or Conclusion.
- In topic outline, only outline the body paragraphs.
- Do not use the auto-format on the computer for the outline.

Thesis Statement (See Appendix for A, B, and J)

- The thesis statement is the topic sentence of the entire essay.
- It should reflect the purpose of the essay.
- The thesis statement typically appears in the first paragraph; however, it does not always have to appear there.
- Underline the thesis statement.

Block Quotations (See Appendix J)

- When a quotation is longer than four typed lines of prose or three lines of verse, set it off from the text by indenting the entire quotation one inch from the left margin. Double space the indented quotation, and do not add extra space above or below it. Quotation marks are not needed when a quotation has been set off from the text by indenting.

Works Consulted /Working Bibliography vs. Works Cited-- What's the Difference? (See Appendix J and K)

Works Consulted, previously called Working Bibliography, includes all the sources found that may be used during the research process. The Works Cited reflects those sources actually used and cited in the essay. When shopping, for example, one takes lots of clothes into the dressing room to try on. These items are Works Consulted items. Then when one decides what fits, those items are purchased. These items are the Works Cited items.

Works Cited/Works Consulted Hints

- Double space entries. Make sure no additional spacing is included within the lines or paragraphs. The line spacing settings for “before” and “after” should be set at 0pt.
- Hanging indentation must be used to differentiate when one source begins and another source ends.
- Abbreviate states and months
- Alphabetize entries (do not alphabetize by A, An, The).
- If you choose to use a citation generator, such as EasyBib, please pay attention to punctuation and capitalization.
- If using two sources by the same author, for the second source by that author use the ---.
- We no longer underline titles; italicize or use quotation marks instead. (See Appendix J)
- If the city of publication is well-known, the state abbreviation is not necessary.
- MLA no longer requires URLs for websites and databases.

Information on Sources and Citing

- Do not overuse one source; this essay is not a book report.
- Integrate sources throughout each section of essay; remember to analyze not just report.
- Dates and numbers, names and places, any factual or statistical information must be cited.
- Anything directly quoted, summarized, or paraphrased must be cited.
- If the author is quoting someone else, reference must be given to the original speaker/writer.
- When citing, it is far better to be safe than sorry. Consult the teacher when in doubt.
- Use signal phrases to clarify when a source begins if you are citing at the end of a paragraph.
 - If you reference the author or the title of the work in the sentence, you only need to cite the page number at the end of that sentence.
 - For example: In the novel *Frankenstein*, the creature begins with good intentions (13).
- Xerox copies of all sources used in the essay must accompany both first and second drafts of research essays.—depends on teacher.

Guidelines to Good Writing

- Please save everything to a flash drive and to your hard drive. If you use Word Perfect, understand that the margins and formatting are sometimes different; please compensate for length or use Microsoft. Please double check margins and formatting issues when transferring documents.
- Commas and Coordinating Conjunctions -Join two main clauses (sentences) with a comma and coordinating conjunction to increase your ASL. Coordinating conjunctions: **for, and, nor, but, or, yet, so**
 - Do not use a comma if the introductory phrase is three words or less.
- Subordinate Clauses-A subordinate clause without a main clause is a fragment. If a subordinate clause comes before a main clause, it needs a comma. If it comes after the main clause, it does not need a comma. Some subordinating conjunctions: **after, although, as, as if, as long as, as though, because, before, if, since, so, so that, though, till, unless, until, whereas, while**
- Semi-Colons-There are several ways to use a semi-colon, but the one that you will encounter most often is as a way to join two main clauses. Rather than using a comma and coordinating conjunction, use a semi-colon. Do not capitalize the main clause after the semi-colon.
- *This, these, and those* must be followed by a noun.
- Refer to number handout (**See Appendix F**) for the rules on using numbers in writing.
- Refer to abbreviations handout (**See Appendix G, H and I**) for the rules on using abbreviations.
- Add imagery and specific sensory details.
- Add unique and creative figurative language through similes, metaphors, and personification.
- Use specific nouns; the more detail, the better.
- Use specific action verbs. Avoid weak verbs.
- Add complex sentences, vary sentence length and structure.
- Use a logical form of organization and good transitions.

Most Common Errors in College Writing

- | | |
|---|----------------------------------|
| ○ No comma after introductory element. | ○ Subject Verb Agreement errors |
| ○ Avoid vague pronoun references. | ○ Lack of comma in a series |
| ○ No comma in compound sentence. | ○ Pronoun agreement error |
| ○ Wrong word | ○ Run-on sentence |
| ○ Comma Splice | ○ Dangling or misplaced modifier |
| ○ Possessive Apostrophe Error | ○ Its/ it's error |
| ○ Tense shifts, wrong tense, or wrong verb form | ○ Spelling errors |
| ○ Unnecessary shift in person | |
| ○ Sentence fragment | |

How to Start and End Your Paper

- Rewrite your beginning/introduction by starting with...
 - a description of setting using sensory detail
 - a character in action
 - a character's thoughts or a description of the character
 - a conversation between characters

- For non-fiction try starting with...
 - a story or example
 - a question
 - a definition
 - a startling fact or statistic
 - a quote

- Rewrite your ending/conclusion of a piece of fiction by ending with...
 - a final description of setting
 - a character's thoughts
 - a character in action
 - a final conversation between characters

- For non-fiction try ending with...
 - a thought-provoking question
 - a call to action
 - a quote
 - a thoughtful synthesis or evaluation
 - a tie back to the introduction

Examples of MLA Citations

Using Signal Phrases:

Usually, information from a source is introduced by a signal phrase (usually the author's last name). The page number is in the parenthetical citation after the quote. When not using a signal phrase, the author's last name and page number should be included in the parenthetical citation. If the source does not have an author, include the next piece of citation of information.

EX: Kristi Wetzel reports that, "99% of students love attending Memorial High School" (77).

Books and Other Print Sources:

Note: The following rules about how to cite books with multiple authors, an editor, etc. can be applied to other types of sources.

One author:

Last name, First. *The Title of the Book*. City, State (abbreviate): Publisher, Year. Medium of Publication.

EX:

Strodel, Beth. *French and Thin*. Paris, TX: M&M Publisher, 2007. Print.

IN-TEXT:

(Strodel 78-9).

Author with an editor:

Last name, First. Title of publication. Ed. Editor's name. Place of publication: Publisher, date of Publication. Print.

EX:

Barnes, Dylan. *The Journal of Track*. Ed. Beth Strodel. New York: Penguin Publishing, 2004. Print.

IN-TEXT:

(Barnes 88)

Two authors:

Last name, First, and First Last. *The Title of the Book*. City, State (abbreviate): Publisher, Year.

Medium of Publication.

EX:

Edmondson, Beth, PhD. and Kristi Wetzel. *Vampires, Black, and Other Somber*

Stuffs. Bloodstone, MT: Transylvania Publishing, 1822. Print.

IN-TEXT:

(Edmondson and Wetzel 17).

Three authors:

Last name, First, First Last, and First Last. *The Title of the Book*. City, State (abbreviate):

Publisher, Year. Medium of Publication.

EX:

Delancy, Angela, Cyndi Schneider, and Janell Prather. *Surviving on Coffee Alone*. Seattle: Java

Joe Publishing, 1994. Print.

IN-TEXT:

(Delancy, Schneider, and Prather 8).

Four or more authors:

Last name, First, et al. *Title of the Book*. City, State (abbreviate): Publisher, Year. Medium of

Publication.

EX:

Miller, Joan, et al. *Life as an Indiana Horse Trainer*. Albany, IN: Black Stallion, Inc., 1963.

Print.

IN-TEXT:

(Miller et al. 74).

Unknown author:

Title of the Book. City, State (abbreviate): Publisher, Year. Medium of Publication.

EX:

Saturday: The Sixth Work Day. Lexington, NE: Cornhusker, Inc., 1976. Print.

IN-TEXT:

(*Saturday: The Sixth Work Day* 35-6).

Two or more works by the same author: For entries by the same author, use three hyphens followed by a period for the subsequent entries.

EX:

Edmondson, Beth. *High School Actors*. Indianapolis: The City Star, 2001. Print.

---. *Drama in High School*. Indianapolis: Hoosier Publishing, 2002. Print

Authors with the same last name: If your works cited includes works by two or more authors with the same last name, include the author's first name in the signal phrase or first initial in the parenthetical citation.

Republished Book:

Last name, First. *Title of Book*. Original publication date. Place of publication: Publisher, Most recent date of publication. Print.

EX:

Wetzel, Kristi. *Student Inspiration in High School*. 1999. Denver, CO.: Jackson Publishing, 2003. Print.

IN-TEXT:

(Wetzel 100)

Work in an Anthology:

Last name, First. "Title of the Work." *Title of Anthology*. Editor of Anthology. Edition. City, State: Publisher, Year. Page(s). Medium of Publication.

EX:

Mitchell, Sarah. "Dream and Create." *Essays on Inspiration*. Ed. H. Potter. 2nd Ed. Dallas: Hogwarts Publishing, 2007. 77. Print.

IN-TEXT:

(Mitchell 77).

Book by a Corporate Author:

Name of Corporate Author, Committee, or Group. *Title of the Work*. City, State: Publisher,
 year. Medium of Publication.

EX:

English Department of Reitz Memorial High School. *Writer's Guide*. Evansville, IN: Memorial
 Publishing, 2013. Print.

IN-TEXT:

(English Department of Reitz Memorial High School 13).

Book in a series:

Last name, First name. *Title of book*. City, State: Publisher, Date of Publication. Medium of
 Publication. *Name of Series*. Series number.

EX:

Prather, Janell. *The History of Queen Elizabeth I*. Fort, Wayne: America Publishing, 2005. Print.
The Histories of the Queens of Britain. 3.

IN-TEXT:

(Prather 46)

The Bible:

Specific Edition. Editors. City, State: Publisher, Year. Medium of Publication.

EX:

The Fireside Bible. Ed. Mary Kaye Falcony. New York: Fireside Publishing, 2000. Print.

IN-TEXT:

- In the In-text, include the passage referenced instead of page.
 (*The Fireside Bible*, John 3:16).

An Introduction, Preface, Foreword, or Afterword:

Author of the selection. Type. *Title of the Entire Work*. By Author of the Work. City, State:

Publisher, Date: Page(s). Medium of Publication.

EX:

Barnes, Dylan. Introduction. *Chronicles of British Literature*. By Barnes. New York: U of

New York P, 2010. 1-7. Print.

Barnes, Dylan. Preface. *Chronicles of British Literature*. By Kristi Carroll. New York: U of

New York P, 2010. 1-7. Print.

IN-TEXT:

(Barnes 6).

Government publication, historical documents, and legal sources: There are several specialized formats and abbreviations that are used for these types of sources, please use another resource to identify the correct which format and abbreviation(s) are appropriate.

Plays and Poems:

IN-TEXT Plays: Use Roman numerals, and separate the numbers with periods.

(Act I. Scene iii)

IN-TEXT Poems: Cite part, stanza and numbers, and separate numbers with periods.

(3.2. 19-30).

Print Periodicals:**Article in a magazine, journal, or newspaper with a volume and issue:**

Last name, First. "Title of Article." *The Title of Periodical* Vol. Issue (Date of Publication): page

numbers. Medium of Publication.

EX:

Schneider, Cynthia L. "Why Not Slip in Water?" *Orthopedic Journal* 6.27 (27 June 1955): 53.

Print.

IN-TEXT:

(Schneider 53).

Article in a magazine, journal, or newspaper without a volume and issue:

Last name, First. "Title of Article." *The Title of Periodical* Day Month Year: page numbers.

Medium of Publication.

EX:

Schneider, Cynthia L. "Why Not Slip in Water?" *Orthopedic Journal* 27 June 1955: 53. Print.

IN-TEXT:

(Schneider 53).

Article in a magazine, journal, or newspaper without page numbers:

Last name, First. "Title of Article." *Title of Periodical* Day Month Year: n.p. Medium of

Publication.

EX:

Mitchell, Sarah. "I Teach, Therefore I Am." *The Scholarly Teacher* 7 July 2009: n.p.

Print.

IN-TEXT:

(Mitchell).

Article in a magazine, journal, or newspaper without an author:

"Title of Article." *The Title of Periodical* Day Month Year: page numbers. Medium of

Publication.

EX:

"Early Summer Mornings." *Benefits of Teaching* 2 June 2008: 99-200. Print.

IN-TEXT:

("Early Summer Mornings" 99-200)

Electronic Sources:

- Please note, for websites, if there is no publisher name available, use “N.p.”
- If there is no date available, use “n.d.”
- If page numbers are not available, use the abbreviation “n.pag.”
- Some information may not be available; some may require you to search. Always look at the home page in addition to the page you are using. When in doubt, ask for help.

Entire Website:

Author. *Name of Site*. Name of affiliation, sponsor, or publisher, date of creation. Medium of publication. Date of access.

EX:

MHS English Department. *Writer’s Guide*. Reitz Memorial High School, 9 May 2013. Web. 7 July 2013.

IN-TEXT:

(MHS English Department).

Webpage on Website with Author:

Last name, First. “Title of Article.” *Title of the Web Page*. Name of affiliation, sponsor, or publisher, day month year last revised/updated. Medium of Publication. Access date day month year.

EX:

Wetzel, Kristi. “The Power of Revision.” *Writing 101*. N.p., 22 Aug. 2008. Web. 2 June 2009.

IN-TEXT:

(Wetzel).

Without an Author:

“Title of Article.” *Title of the Web Page*. Name of affiliation, sponsor, or publisher, day month year last revised/updated. Medium of Publication. Access date day month year.

EX:

“Track 101.” *Coaching Digest*. IHSAA, 25 Mar. 1973. Web. 4 July 2006.

IN-TEXT:

(“Track 101”).

E-Book

Last name, First. *The Title of the Book*. City, State (abbreviate): Publisher, Year. Medium of Publication.

Note: For an e-book or other types of electronic files include the medium, (such as *Kindle file*, *Nook file*, *EPUB file*, or *PDF file*)

EX:

Strodel, Beth. *French and Thin*. Paris, TX: M&M Publisher, 2007. *Kindle file*.

IN-TEXT:

(Strodel, ch. 2).

Online Journal, Magazine, or Newspaper:

Last name, First name. "Title of Article." *Title of Publication* volume.issue (year of publication): n.pag. Web. Date of access.

EX:

Mitchell, Sarah. "The Importance of Reading." *Teachers of America* 5.3 (2002): n.pag. Web. 1

Jan. 2005.

IN-TEXT:

(Mitchell)

Article in an Online Journal, Magazine or Newspaper That Also Appears in Print: Cite articles in online journals, magazines, or newspapers as if they were in print. Make sure you include the pages numbers. Provide the medium of publication your accessed the document (ex: Web or Print) and the date of access.

Email Interview:

Author of the message. "Subject Line." Receiver of Message. Date Sent. Medium of Publication.

EX:

Schneider, Cyndi. "What about writing more?" Kristi Wetzel. 13 July 2013. Email.

IN-TEXT:

(Schneider).

Databases:

Note: Many of the same rules for periodicals regarding volumes, issues, and dates apply to databases as well. When in doubt, ask.

Last name, First. "Title of Article." *The Title of Periodical* Vol.Issue (Date): page numbers.

Title of Database. Web. Access date.

EX:

Prather, Janell. "Finally Teaching English." *Crossing Departments* 7.13 (2004): 31-3.

Middle Search Plus. Web. 8 Nov. 2006.

IN-TEXT:

(Prather 31-3).

Multimedia Sources (including online versions):

An Image (Painting, Sculpture, or Photograph):

Last name, First of Artist. *Title of the Work*. Date of Creation. Institution, City where

housed. *Website*. Medium of Publication. Day Month Year of access.

EX:

Van Gogh, Vincent. *Starry Night*. 1888. Lovre, Paris. *Famous Artwork*. Web. 9 May 2013.

IN-TEXT:

(VanGogh).

Podcast:

Name of author, host, or producer. "Title of podcast." *Title of program*. Release date. Name of

organization that sponsors the website. Date of access.

EX: Strodel, Beth. "Grammar Fun." *Reading and Writing*. 12 May 2003. Association for English

Teachers. 25 Dec. 2012

IN-TEXT:

(Strodel)

YouTube Videos:

Author's Name or Poster's Username. "Title of Image or Video." Media Type. *Name of Website*.

Name of Website's Publisher, date of posting. Medium. Date accessed.

EX:

Miller, Joan. "Racing Horses." Online video clip. *YouTube*. YouTube, 22 Apr. 2006. Web. 9

Sept. 2010.

IN-TEXT:

(Miller)

Film:

Title of the Film. Dir. First name Last name. Perf. First name Last name, First name Last name.

Production Company, Year.

EX:

Cyndi's Great Fall. Dir. Beth Edmonson. Perf. Sandra Bullock, Sean Connery, and George

Clooney. MGM Studios, 2008.

IN-TEXT:

(*Cyndi's Great Fall*)

Personal Interview:

Last name, First name. Personal interview. Date of interview.

EX:

Barnes, Dylan. Personal interview. 4 Oct. 2003.

IN-TEXT:

(Barnes).

Note: If you cannot find how to cite your source, check the Purdue OWL or ask your instructor.

Note Cards

- 3 X 5 note cards
- Must have a direct quote or paraphrase
- Cross reference to source (Works Consulted Page)
- Page number if it exists
- There must be at least one note card for each source
- Minimum of 20 note cards

Main idea	Source
The “quote” or paraphrase should be centered on the card.	
	Page #

Appendix A

Mason 1

Julia Mason

Mrs. Wetzel

English 9

26 April 2012

1. Stakes in the Heart

2. Many people mistakenly believe that the Hollywood portrayal of vampires
3. accurately reflects the true legends. While certainly some truths do exist—the phobia of
4. garlic, the possession of superhuman powers, and certain death by stake through the
5. heart—many truths about vampires go unnoticed (Edmondson, PhD. and Carroll 42).
6. Vampires, for example, do not merely create others through biting, but in fact they can
7. bear children (Bacon). Vampire newborns actually survive not on blood but on coffee
8. (Delancy, Schneider, Prather 8). “Vampire children actually behave very much like
9. typical human children and do not crave human blood until reaching adulthood. They
10. progress through a form of puberty much like normal kids” (Carroll qtd. in Bacon).
11. In addition to the misconception regarding vampire breeding, many do not know that all
12. vampires descend from the original French. The notion that vampires originate in
13. Transylvania is actually a myth created to disguise their true heritage. Many vampires
14. still live happy and healthy lives in the streets of Paris. They model as the svelte French
15. men and women that grace the runways and glamour magazines (Strodel 78-9).
16. Because of their supernatural powers, these vampires are often highly successful
17. athletes. Their thin forms and great speed and agility make them prime candidates for....

Appendix B

Last Name 1

Writer's First name Last Name

Teacher's Name

Class

Due date

Center a Creative Title

The first line of the essay begins here. The introduction paragraph makes the audience continue reading this fascinating essay. Make sure that when the introduction is completed that there are at least five to eight sentences. While the thesis statement typically appears in the first paragraph, many writers wait until the next paragraph to include this dynamic sentence. Please underline the thesis statement wherever it appears in the essay. Remember the thesis statement is also included in the conclusion; however, it should be restated in a new way.

Now start the body of the essay. Do not put an extra line in between the paragraphs, but do indent five spaces. Remember that each paragraph needs a topic sentence that should support the thesis statement. Do not underline the topic sentence. Refer to the style guide and/or the teacher's instructions for specifics on writing the rest of the essay.

Appendix C

Creative Title

Subtitle if Applicable

First Name Last Name

Class

Teacher's Name

Day Month Year (This is the due date)

Draft (optional)

Appendix D

First name Last Name

Teacher's Name

Class

Due date

Introduction: Write your introduction and thesis statement here.

- I. Key word for first body point (Ex: Chocolate candy)
 - A. Put support here (Candy Bars)
 1. Support for A. goes here (Snickers)
 2. Support for A. goes here (Milky Way)
 - B. If using an A, one must use a B. (Ex: Candy pieces)
 1. Support for B. goes here (Hershey Kisses)
 2. Support for B goes here (M&Ms)
- II. Key word for second body point begins here
 - A. Outline points do not use the parentheses ()
 1. Start each line with a capital letter
 2. Do not use the computer outline default
 - B. You do not have to write in complete sentences unless your teachers gives other directions.
 1. Your outline should follow MLA font and format guidelines.
 2. Be specific.

III. *Note: Continue this pattern for the rest of the outline.*

Conclusion: Write your conclusion paragraph here.

Appendix E

First name Last Name

Teacher's Name

Class

Due date

Purpose: State the reason for writing the essay here. The reason is not because it was assigned!

Thesis: State the thesis statement as it will appear in the essay.

Audience: For whom are you writing this essay?

- I. This sentence must woo the reader into the essay.
 - A. What information will entice the reader and set up the thesis statement?
 - B. Please include the thesis statement in this portion of the outline.
 - C. Remember to underline the thesis statement.

- I. Begin the body at this stage of the outline.
 - A.
 - 1.
 - 2.
 - B.
 - 1.
 - 2.

****Repeat the pattern displayed in Roman numeral II for the remaining paragraphs.**

- V. The final Roman numeral of the outline must summarize the conclusion.
 - A. Remember to synthesize all of your main ideas into one main point.
 - B. Leave the reader with something to ponder.
 - C. **Note: The conclusion may or may not be Roman numeral V depending on the number of body paragraphs in your paper.**

Appendix F

Rules for Using Numbers

Use figures for numbers that require more than two words to spell out.

- The leap year has 366 days.
- The population of Minot, North Dakota is about 32,000.

Spell out numbers of one or two words.

That hotel can accommodate no more than seventy-five people.

The first thing writing was done over six thousand years ago.

The collection included almost twelve hundred drawings.

Always spell out numbers that begin a sentence.

- Fifty-two students went on the field trip.

EXCEPTIONS:**Round numbers over a million may be expressed in a combination of figures and words.**

- 27 million
- 2.45 billion

The day of the month may be expressed in words when it is not followed by the year.

- June fifth
- October first

When a number requires one or two words to spell out, we conventionally use figures in the following situations.

- June 18, 1985
- Chapter 9, page 123
- A.D. 12
- 456 B.C.
- 1999

Number one rule: Be consistent in your usage!

Appendix G
State and Month Abbreviations

State	Abbreviation
ALABAMA	AL
ALASKA	AK
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND

NORTH DAKOTA	ND
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC

SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

Month

January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	-----
June	-----
July	-----
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

Appendix H
Abbreviations for MLA Documentation

Abrams	Harry N. Abrams, Inc.
Allyn	Allyn and Bacon, Inc.
Appleton	Appleton-Century-Crofts
Basic	Basic Books
Bowker	R. R. Bowker Co.
Dodd	Dodd, Mead, and Co.
Doubleday	Doubleday and Co., Inc.
Feminist	The Feminist Press at the City University of New York
Harcourt	Harcourt Brace
Harper	HarperCollins
Harvard UP	Harvard University Press
Holt	Holt, Rinehart and Winston, Inc.
Houghton	Houghton Mifflin Co.
Knopf	Alfred A. Knopf, Inc.
Lippincott	J. B. Lippincott Co.
MIT P	The MIT Press
MLA	The Modern Language Association of America
Norton	W. W. Norton and Co., Inc.
Oxford UP	Oxford University Press, Inc.
Princeton UP	Princeton University Press
Rand	Rand McNally and Co.
Random	Random House, Inc.
St. Martin's	St. Martin's Press, Inc.
Scribner's	Charles Scribner's Sons
Simon	Simon and Schuster, Inc.
U of Chicago P	University of Chicago Press
Viking	The Viking Press, Inc.
Yale UP	Yale University Press

Appendix I
Abbreviations for MLA Documentation
Selected Reference Resources

BM	British Museum, London (now British Library)
Cong. Rec.	Congressional Record
DA, DAI	Dissertation Abstracts, Dissertation Abstracts International
DAB	Dictionary of American Biography
DNB	Dictionary of National Biography
ERIC-ED	Educational Resources Information Center- Educational Document
ERIC-EJ	Educational Resources Information Center- Educational Journal
GPO	Government Printing Office, Washington, DC
HMSO	Her (His) Majesty's Stationary Office
LC	Library of Congress
NPR	National Public Radio
PBS	Public Broadcasting System
PC-DOS	Personal Computer-Disk Operating System

Yes, it is incorrect if you do not use the standard abbreviations!

Appendix J
Titles: When to Use Italics and "Quotation Marks."

When referring to titles in your paper or in your Works Cited, it can be difficult to remember the proper format. Here are two simple rules to remember when deciding when a title should be italicized or written in quotation marks:

1. Long works should be written in *Italics*.
2. Short works should be written in "Quotation Marks"

Example 1: The titles of short stories are written in quotation marks; however, the titles of novels should be italicized.

Example 2: The titles of TV episodes are written in quotations marks; however, the titles of TV shows should be italicized.

• **There are a few exceptions to these basic rules:**

- The titles of visual artwork, (paintings, sculptures, drawings etc.) are italicized. These titles should never be put in quotation marks. Ex: Picasso's *Guernica* and Van Gogh's *Starry Night*
- Foundational religious texts should be capitalized, but not italicized or put into quotation marks. Ex: Torah and Bible.
- You do not need to italicize or put in quotation marks the titles of your unpublished essays, poems, or short stories.

Appendix K

Stakes in the Heart

Julia Mason

English 9

Mr. Barnes

31 Oct. 2012

1st Draft (optional)

Many people mistakenly believe that the Hollywood portrayal of vampires accurately reflects the true legends. While certainly some truths do exist—the phobia of garlic, the possession of superhuman powers, and certain death by stake through the heart—many truths about vampires go unnoticed (Edmondson and Thomason-Carroll 42). Vampires, for example, do not merely create others through biting, but in fact they can bear children (Mitchell). Vampire newborns actually survive not on blood but on coffee (Delancy, Schneider, and Prather 8). “Vampire children actually behave very much like typical human children and do not crave human blood until reaching adulthood. They progress through a form of puberty much like normal kids” (Wetzel qtd. in Mitchell).

According to *French and Thin*, in addition to the misconception regarding vampire breeding, many do not know that all vampires descend from the original French. The notion that vampires originate in Transylvania is actually a myth created to disguise their true heritage. Many vampires still live happy and healthy lives in the streets of Paris. They model as the svelte French men and women that grace the runways and glamour magazines (Strodel 78-9).

Because of their supernatural powers, these vampires are often highly successful athletes. In an interview, vampire expert and 2012 Olympic track coach, Dylan Barnes explained that their thin forms and great speed and agility make them prime candidates for a variety of sporting events, such as track. Coaches often are shocked to learn that their most valued runners are in fact demonic blood-suckers, who simply speed through the race in eager anticipation for the crimson “Gatorade” at the end (Barnes)! While their speed is legendary, it cannot, however, compete with such great strides of winners like Seabiscuit.

A vampire once attempted to defeat the horse, but he found that he simply could not match the powerful strides of Seabiscuit. The horse easily sprinted past the creature, leaving the powerful pale figure panting in the dust. Obviously, the evil being was fast, but he simply could not keep up with such a legendary and magnificent horse. The vampires reluctantly admitted that Seabiscuit was the more athletic beast. (Miller, et al. 74)

Perhaps the question remains best explained by Cynthia Schneider: “Why would Hollywood change the truth about vampires and create such a blatant lie” (qtd. in Edmondson and Wetzel 45)? The film *Cyndi’s Great Fall* perhaps best gives an accurate description of the truth about vampires. The subtle nuances leave readers well-aware that vampires do, in fact, live and breathe in today’s society, often blending into the shadows and existing in disguise. To turn to only the fictitious accounts of previous myths and legends and to ignore the true reality of these unusual creatures, leaves the human world living the Muggle life of denial. Vampires do exist; they exist in the quiet breathing of the wind, in the specks of light and dust, and in the form of everyone else.

One website suggests that the vampires themselves created the changes between what scientists know about vampires and what the myths proclaim as a form of protection (Wetzel, “Vampire Fun.”). The same author goes on to explain that all supernatural creatures—werewolves, witches, ghosts—do the same; they invent the myth so that they can easily blend in....

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