

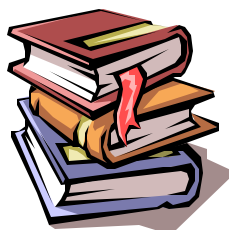
## Using Quotes Correctly

1. Use a quotation **only if its language is particularly distinctive** or the idea is very difficult to paraphrase.
2. **A quotation should be integrated into a paper** so that its inclusion makes logical sense. Including a quote within a sentence explaining its relevance is one way to insure this.

**No:** Ben Franklin's *Poor Richard's Almanac* contained many sayings still popular today. "A penny saved is a penny earned" (Franklin 976).

**Yes:** "A penny saved is a penny earned" is one of the many sayings contained in Ben Franklin's *Poor Richard's Almanac* which are still popular today (976).

3. **Quotations should not be over-used.** If more than a quarter of your research paper is direct quotation, you have probably overdone it.



## Writing a Research Paper? Get Started!

1. **Brainstorm!** If you can choose your own topic, take some time to brainstorm on possible subjects: what questions or issues related to the course are you most interested in learning more about?
2. **Search!** After you've selected a topic (or two or three) go to <http://sherrod.etsu.edu/> first (not Google!) to begin searching for articles and books.
3. **Get focused!** Narrow your topic based on what you find.
4. **Re-search!** Start collecting articles and books related to your topic. Read a little of each source as you go, to make sure the sources answer questions you have about the topic and are appropriate for the assignment.
5. **Read and take notes!** As you read, take notes on what you learn. If you're using copies or print-outs, highlight passages that you envision paraphrasing or quoting. Taking notes on computer can speed up the drafting process and lead to a rough outline.
6. **Compose a thesis!** What is going to be the main point of your paper? What are you arguing for or against? Creating a thesis will help you focus and organize what you've learned.
7. **Make an outline!** What are the major sub-topics or points that you want to cover in the paper? In your outline, note which sources you plan to use when addressing each major point. If there are "holes" in your outline — ideas or points that aren't supported by your research — you will need to find more sources.
8. **Start writing!** Organize your notes in the order of your outline, and begin drafting. Be sure to put quotes around quoted material and cite them correctly — paraphrases should also be cited!
9. **Share!** Visit the WCC or find a friend who will read your draft and give you some honest feedback: does it make sense, are you addressing the assignment, what questions do you need to answer?
10. **Revise and proofread!** Based on the feedback you've gotten, make the necessary changes, and be sure to re-read your paper for grammar (and MLA format) mistakes before you submit it.



## Using MLA Format for Research Papers

### What is MLA Format?

MLA format is the name given to the format for research documentation and document preparation described in the Modern Language Association's Handbook for Writers of Research Papers (6th Edition). This style is used primarily in Foreign Language studies and English, but is also sometimes used in the Humanities and other disciplines.



Note: Always ask your instructor if you are unsure of what documentation style to use. Other styles, including APA and Chicago, are used frequently at ETSU.

### Information on:

- .. Composing entries on your Works Cited page
- .. Citing sources from the Internet
- ♦ Using quotations correctly

## Works Cited

The Works Cited page should begin on a new page, directly after the last page of your research paper. It should include a heading (last name and page number) in the top right-hand corner. The words Works Cited should appear, centered, at the top of the page. The entries, in the style exemplified below, should be double-spaced and organized in alphabetical order.

### Documentation for Books

#### One author

Schaller, George B. The Last Panda. Chicago: U of Chicago P, 1993.

#### Two or three authors

Smith, Richard J. and Mark Gibbs. Navigating the Internet. Indianapolis: Sams, 1994.

#### No author / edition after the first

The Chicago Manual of Style. 14th ed. Chicago: U of Chicago P, 1993.

#### Story, poem or essay in an anthology or collection

Franklin, Benjamin. "An Address to the Public." American Literature: A Prentice Hall Anthology. Concise ed. Ed. Emory Elliot et al. Englewood Cliffs, NJ: Prentice, 1991. 173-174.

### Documentation for Periodicals

#### Newspaper

Steinberg, Jacques. "Love, Peace, Money, Lawsuits." New York Times. 12 May 1995: B1.

#### Monthly or bimonthly periodical

Came, Barry. "Policing Haiti." Maclean's Oct. 1994: 20-22.

#### Article in a journal with each issue paginated separately

Smith, Barney J. "Drunks and Lunatics: Edgar Allan Poe and the Myth of the Suffering Artist." Modern Literary Criticism 42.2 (2001): 36-59.

### Documentation for Internet and Other Sources

#### Interview

Freidman, Randi. Telephone interview. 30 June 1992.

#### Personal Web Site

Hutchworth, Darvis. Emily Dickinson's Poetry. 21 Nov. 2002 <<http://www.drsc.edu/hutch/class/notes/emily.htm>>.

#### Professional Web Site

*ESPN.com*. 10 Nov. 1999. ESPN Internet Ventures. 24 Nov. 1999 <<http://espn.go.com>>

#### Article Within a Web Site

Devitt, Terry. "Flying High." *The Why Files*. 9 Dec. 1999. University of Wisconsin, Board of Regents. 4. Jan. 2000. <<http://whyfiles.news.wisc.edu/shorties/kite.html>>

#### Article Within a Web Site (Anonymous)

"Becoming a Meteorologist." *Weather.com*. 12 Nov. 1999. The Weather Channel. 24 Nov. 1999. <[http://weather.com/learn\\_more/resources/metro.html](http://weather.com/learn_more/resources/metro.html)>

#### Article from a Library Subscription Service

#### InfoTrac

Drake, Nicholas. "Volkswagen: The Marketing of Cool." Business Week 4 Oct. 2002: 21. Expanded Academic ASAP. Gale Group Databases. ETSU Library, Johnson City, TN. 21 Nov. 2002 <<http://www.infotrac.galegroup.com>>.

#### JSTOR

Wilson, Sarah. "Melville and the Architecture of Antebellum Masculinity." *American Literature* 76.1 (2004): 59-87. *JSTOR*. ETSU Sherrod Lib., Johnson City, TN. 6 September 2005.

#### E-mail

Author. "Title of the message (if any)." E-mail to the author. Date of the message.

This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Email to John Smith," you would write "Personal interview."

## In-Text Citations

When using MLA format, follow the **author-page** method of citation: (**Smith 24**). However, the citation style will vary slightly according to the genre of work being documented.

### Short Prose Quotation

#### Example:

Cole asks, "What binds together a Mormon banker in Utah with his brother, or other coreligionists in Illinois or Massachusetts?" (2).

### Long Prose Quotation (more than 4 lines)

**Example:** [indent 10 spaces on left; continue to double space]

Like the porcupines in Schopenhauer's fable, people like to be close enough to obtain warmth and comradeship but far enough away to avoid pricking one another. (26)

### Poems

For poems, line numbers should be given to indicate where the quotation originally appeared.

#### Example:

Bishop's narrator describes the fish as "battered and venerable / and homely" (8-9).

### Internet

If page numbers, paragraph numbers or screen numbers are provided, by all means use them. Indicate page numbers the same as above, paragraph numbers by the abbreviation *par.* or *pars.*, and screens by *screen*.

Usually, however, web pages are not numbered, so MLA suggests that you **cite the entire source**. In order to establish that the source is web-based, and thus that you have not just forgotten to provide the page numbers, **avoid using parenthetical citations** by providing author (or, if not available, title) information in your sentence.

#### Examples:

Darvis Hutchworth's web site provides links to numerous resources for the study of Emily Dickinson's poetry.

The National Health Alliance's "School Safety Tips" provides a good starting place for teachers wanting to avoid a classroom epidemic.