RESPONSIBLE RESEARCH: USING MLA FORMATS

Although there are a number of research style manuals, the Amesbury Public Schools use the formats in *MLA Handbook* [Modern Language Association] since it is frequently used in college classes. Since there are numerous specific samples of formats, refer to the ***How to Cite*** guide that can be found on the Roland H. Woodwell Library and Media Center website. To find this document go to:

* Amesbury High School website (<http://www.amesburyma.gov/AmesburyHigh.cfm>)
* Select *Library* from the *Quick Links* list on the left hand side of the page
* Select *How-to Guides* from the left hand side of the page
* Select the *How to Cite* file from the choice of guides

Or consult a text that has been recently updated since styles change frequently.

MLA formats should be used in any assignments that ask students to refer to a source so that students avoid plagiarism and remember to “give credit where credit is due.” Formats are for Parenthetical Documentation and Works Cited lists.

Parenthetical Documentation: The simplest way to credit a source is to insert the information in parentheses after the words or ideas taken from that source. Use the **author’s last name** and **the page number** of the information from the source. Place it at the end of the sentence, before the end punctuation. [Example: (Smith 5). ] When Paraphrasing, make it clear where your borrowing begins by using the author’s name in the text of the paper [EX: “Smith points out that…”] Documentation is needed for any information that has been quoted, paraphrased, or summarized from a source.

Works Cited: Lists in alphabetical order all of the sources used in a paper, speech, poster, power point presentation, etc.. Although there are numerous specific formats for different types of sources, these are the basic formats:

*BOOK*: [use title page, not cover]

Author’s last name, First Name. *Book Title*. City: Publisher, date.

*PERIODICAL*:

Author’s last name, First Name. “Article Title.” *Periodical Title* date: page #.

*ONLINE SOURCES*:

Author’s last name, First Name. “Title.” *Site Title*. Date of posting or last update. Site sponsor [database]. Date accessed. *Web*.