

# 9<sup>th</sup> Grade LAB WORK SHEET

Name \_\_\_\_\_ Date: 3/9/2010 period \_\_\_\_\_

9<sup>th</sup> Grade Lit/Comp —Research Unit

## **DIRECTIONS: turn in only this sheet- not page 2!**

Today you will work on typing your works cited and rough draft and formatting your paper. After you have completed the first page of this handout, you need to turn it in. You will need a partner for this activity, so make sure you sit near someone you can trust to proofread you paper. **You will get a classwork grade for this sheet. Make sure you do it thoughtfully.**

By now, you should have: (check what you have—whatever you have not checked , you need to go back and complete before you continue).

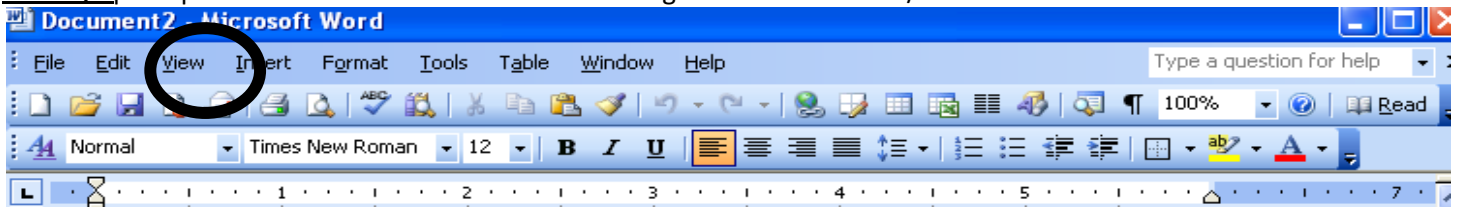
1. \_\_\_\_ completed all source information sheets
2. \_\_\_\_ completed your outline (either hand-written or typed)
3. \_\_\_\_ be ready to type your rough draft

**First**, get out your research packet. **You will use this to help you format your sources.**

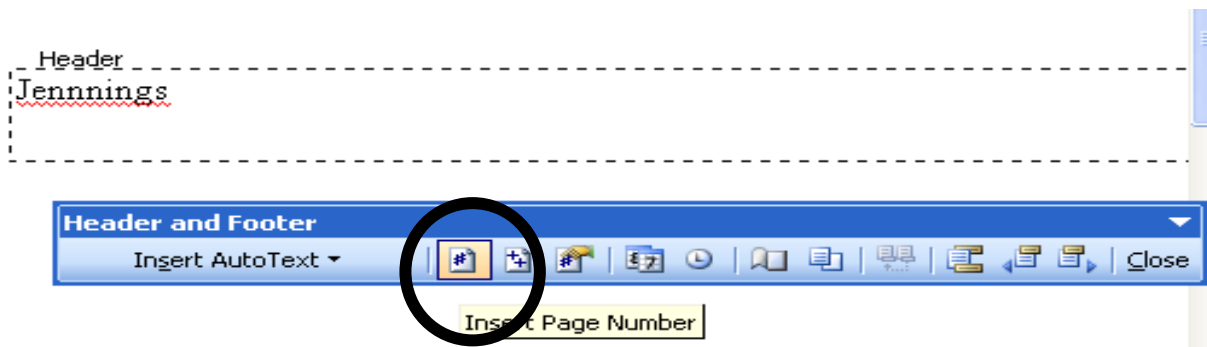
**Second**: write the last name of your five sources in alphabetical order in the table below. Then fill out the other parts of the table. If there is a part of the table that you do not have, simple put NA in the blank.

AUTHOR: last name, first name.	Title of Article	Title of book/ magazine/ website

**Fourth**, open up a SEPARATE WORD DOCUMENT. Then go to VIEW>HEADER/FOOTER

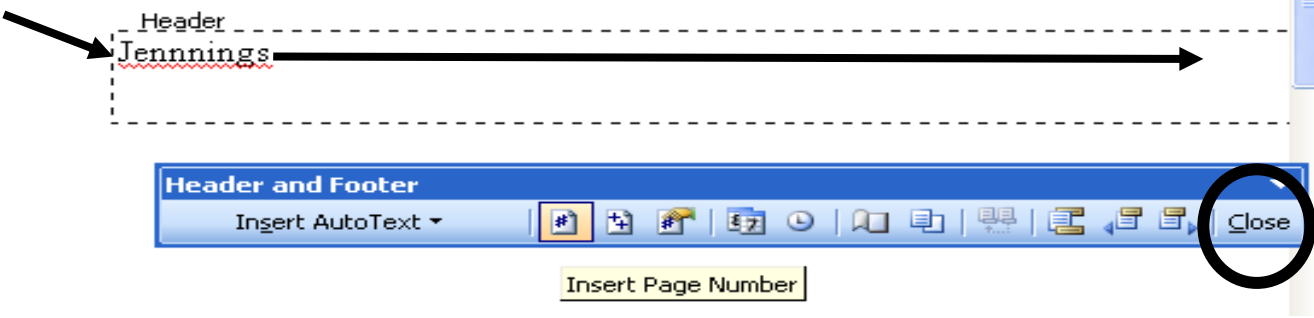


**Then**, Type your last name, then hit SPACE this hit "Insert Page Number."

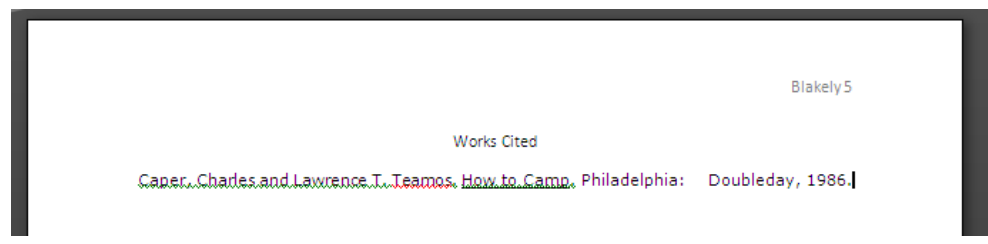


Then move your cursor to the front of your last name: HIT TAB TWICE. This will move your last name and the page

number to the end of the Header Box. Then Hit CLOSE.



NOW- your paper should look like this:



You need to type Works Cited at the top and center it. Do not underline it, bold it, Italicize it, or change the font. Just type it, and center it.

NEXT, using the list on the front of this sheet, as well as the MLA citations on your source information sheets, list your works cited entries. Make sure you double space each one. Make sure there is a period at the end.



**GIVE THIS SHEET TO YOUR PARTNER**

Partner Name: \_\_\_\_\_

Look over this person's works cited. Check all that apply.

- |  |   |   |   |   |
|--|---|---|---|---|
| <input type="checkbox"/> name wrong                            | <input type="checkbox"/> no page number   | <input type="checkbox"/> margins wrong  | <input type="checkbox"/> List is not alphabetical | <input type="checkbox"/> MLA citations are NOT in MLA |
| <input type="checkbox"/> missing periods at end of MLA entries | <input type="checkbox"/> Works Cited is underlined/ bolded/ larger than 12point/ not Times New Roman font/ italicized | <input type="checkbox"/> incomplete works cited (not five OR the required 3 are not there : book, ed. Website, article) | <input type="checkbox"/> other Explain: _____     |   |
| _____  |   |   |   |   |
| _____  |   |   |   |   |
| _____  |   |   |   |   |



**GIVE THIS SHEET BACK TO THE ORIGINAL OWNER**

**PAGE 2: DO NOT TURN THIS IN!** KEEP THIS TO GUIDE YOU AND PUT IT IN YOUR MANILLA ENVELOPE.  
USE THE REST OF THIS SHEET TO GUIDE YOUR TYPING YOU WILL ONLY TURN IN PAGE ONE NOT THIS SHEET

## GUIDELINES FOR THE FIRST PAGE

- Do not use a title page.
- List your name, your teacher's name, the course name, and the date in the upper left corner. Double space between them.
- Double space before writing the title.
- Center the title. Capitalize only the major words. *Do not* underline it, put it in quotations, or put it in all capital letters.
- Double space between the title and the first paragraph.
- Indent the first word of each paragraph 5 spaces (1/2 inch) or (hit tab once).

## WORKS CITED & REFERENCE PAGES

A works cited page lists only works that have been cited within the text of your paper.

- Begin your works cited page on a new page at the end of your paper.
- Center the words Works Cited at the top of the page.
- Alphabetize your entries.
- Place the first line of the entry next to the margin. Indent subsequent lines 1/2 inch.
- Double space. Do not skip extra lines between entries.

### Sample Format for Entries

For a book with one author:

Lastname, Firstname. *Title of Book*. Place of  
Publication: Publisher, Year of  
Publication.

Gilbert, Richard. *Caffeine*. New York:  
Chelsea House Publishers, 1986.

**NOTICE THE  
HANGING INDENT!**

# General Guidelines

- Use white 8.5 x 11 inch paper.
- **NO PICTURES!!**
- Double space.
- Use Times New Roman font.
- Use size 12 font.
- Single space after all punctuation marks, including periods.
- Set your margins to 1 inch on all sides.
- Underline or use italics for the titles of any longer works appearing in your papers.
  - For example: The novel, War and Peace, by Leo Tolstoy, has 1315 pages.
  - *War and Peace* is very long.

## SAMPLE:

**SAMPLE STUDENT RESEARCH PAPERS**

**SP-1 SAMPLE STUDENT RESEARCH PAPER IN MLA FORMAT**

Chauncey 1

↑ 1"  
Shanna R. Chauncey  
Professor Chavez  
English 112  
5 January 2002

Traditional and Alternative: Health Care for the Future

indent 1/2" → As a doctor's daughter I learned early how conventional medicine works. In my own home the topic of illness never came up except if one of us contracted strep throat, flu, or the occasional childhood disease such as mumps. We knew the procedure from that point—a look at our throat, the quick touch on our foreheads to determine whether we had a fever, and then the dreaded shot or pill. After that we spent a couple of days on the couch watching TV until we were no longer contagious. Although I knew my father was a highly respected and dedicated physician, I never got the feeling that he considered other factors that may or may not have contributed to our health. He openly scoffed at the mention of the few alternative approaches that somehow managed to enter the conversation at the dinner table, such as massage, chiropractic, or acupuncture. As I got older, I began to wonder at my father's philosophy of medicine, which I discovered represented the typical doctor's thinking in America. He seemed very knowledgeable about the scientific aspects of his field. He regularly attended medical conferences and he stayed abreast of the current advances. But it seemed to me that his scientific expertise was spent treating the symptoms of illness, through either medicine or surgery, not determining the ultimate causes.

← 1" ← 1"

Personal anecdote creates interest and shows writer's purpose and connection to the topic. The public issue or thesis is clarified in second paragraph.

First time an author is mentioned, give first and last name and some additional identifying information. Although Eisenberg is being summarized, he is not the author of the article. (See section Q-3, item 3.) No page reference with one-page articles. Note how source material is integrated into the discussion both before and after.

Thesis

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59