Moorpark College Writing Center

Grow your Mind

Getting Started

Style

- ✓ Times New Roman, font size 12
- ✓ Double-Spaced
- ✓ 1-inch Margins
- ✓ Running head with last name page number in the top, right corner

  Example: Jones 1

Formatting the first page:

➢ The first page starts with the **running head in the top, right corner**.

➢ Next, the following information should be given left-justified, on the top, left side of the page, with each component on a separate line.
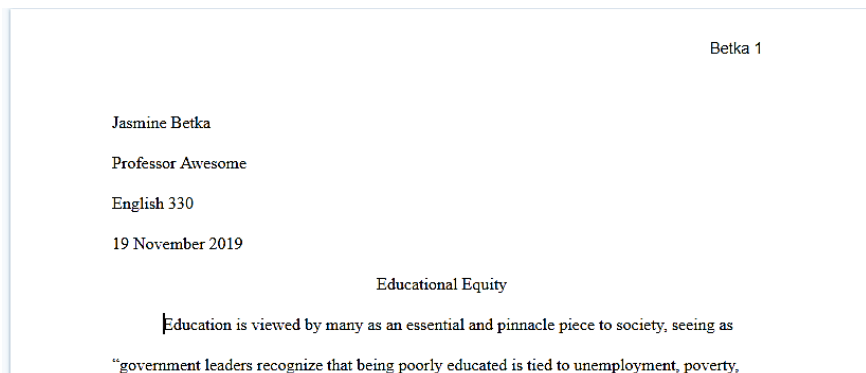
First Name Last Name

The Professor's Name

The Class

The date is written day month year

Example:

Betka 1

Jasmine Betka

Professor Awesome

English 330

19 November 2019

Educational Equity

Education is viewed by many as an essential and pinnacle piece to society, seeing as

"government leaders recognize that being poorly educated is tied to unemployment, poverty,

Stephanie Jones

Professor Awesome

English M01A

27 September 2019

➢ The title is centered above the first paragraph

➢ All information should be double-spaced with no extra spaces

In-text Citations

In-text citations are used to give credit to ideas and information that is not your original thought or common knowledge.

Do I need to cite it?

- Is it common knowledge like who the President is?
    - Do not cite it.
- Is it an original idea or thought?
    - Do not cite it.
- Is it a direct quote?
    - Cite it!
- Is it a figure, chart, or image that you used?
    - Cite it!
- Is it a summary of something?
    - Cite it!
- Did you paraphrase something?
    - Cite it!

In-Text Citations:

The first time introducing a source, the author's name should go in a signal phrase. A narrative citation establishes the source's authority.

Example:

- University California Los Angeles's public health researcher Ronald Hays explains…
- Historian Barbara Tuchman makes the point that…

After this, the author's name can go in the parenthetical citation or within the sentence. The page number always goes in parenthesis at the end of the sentence before the period.

One Author:

Example:

- In *Educational Governance for the Twenty-First Century* by Patrick Mcguinn, Mcguinn expresses how with less federal requirements and oversight, "states are likely to respond by devoting less effort and resources toward improving schools" (407).
- Some believe that with less federal requirements and oversights, "states are likely to respond by devoting less effort and resources towards improving schools" (Mcguinn 407).

Multiple Authors:

Two Authors: Use both of the author's names separated by and

Example:

- In accordance with Watkin and Wilber's delineation of personal perspective regarding a problem, the dimension that humans operate in can affect the ability to solve wicked problems (30).

- Furthermore, "the interconnected nature of the causes and symptoms also means that binary 'right' and 'wrong' assessments are impossible" (Watkin and Wilber 43).

Three or more authors:

List the first author's name and replace the other names with et al.

Example:

- Morris et al. go on to explain how, without proper certification, schools cannot hire certain professionals because they will not pass the federal audit process (136).

- For instance, under federal law, it is required that teachers are "highly qualified" (Morris et al. 135).

No known Author:

For no known author, use a shortened title or what comes first on your works cited page.

Example:

- "Educational Structures" goes on to argue that federal regulations increase national performance (18).

- Federal regulations influence national performance ("Educational Structures" 18).

Internet Source:

For internet sources, there will often not be a page number to include. Give enough information for the reader to be able to find your source on your works cited page.

Example:

- "Education Today" states that "school across the country vary in equitable funds."

o   A primary concern for educational equity is that "schools across the country vary in equitable funds" ("Education Today").

Works Cited

General Rules:

✓ Start the works cited page on a new page
✓ Continue with double-spacing, but do not add extra spaces between sources
✓ Continue with a header

✓ The first line of an entry should have a 1 inch margin, and subsequent lines within that entry should be indented an additional .5 inch to create a hanging-indent
✓ Alphabetize your entries

General Template:

1. Author.

   _____.

2. Title of Source.

   _____.

3. Title of the Container,

   _____,

4. Other Contributors,

   _____,

5. Version,

   _____,

6. Number,

   _____,

7. Publisher,

   _____,

8. Publication Date,

   _____,

9. Location.

   _____.

Works Cited

Ansalone, George. "Tracking: Educational Differentiation or Defective Strategy." *Educational Research Quarterly*, vol. 34, no. 2, 2010, pp. 3–17, https://ci-primo.hosted. exlibrisgroup.com/primo-explore/fulldisplay?docid=TN_ericEJ935090&context =PC&vid=01CALS_UCI&search_scope=01CALS_UCI&tab=books_local &lang=en_US.

Heise, Michael. "From No Child Left Behind to Every Student Succeeds: Back to a Future for Education Federalism." *Columbia Law Review*, vol. 117, no. 7, 2017, pp. 1859-1896, https://ci-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=TN_jstor_arc hive_444425412&context=PC&vid=01CALS_UCI&search_scope=01CALS_UCI&tab= books_local&lang=en_US.

Citation Steps:

Book:

- 1 Author-

Last Name, First Name. *Title of Book*. City of Publication, Publisher, Publication Date.

- 2 Authors-

Last Name, First and Last Name, First. *Title of Book*. City of Publication, Publisher, Publication Date.

- 3 or more Authors-

Last Name, First, et al. *Title of Book*. City of Publication, Publisher, Publication Date.

Electronic Sources:

Author. "Title." *Title of container (self contained if book)*, Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs and/or URL, DOI or permalink). *2nd container's title*, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).
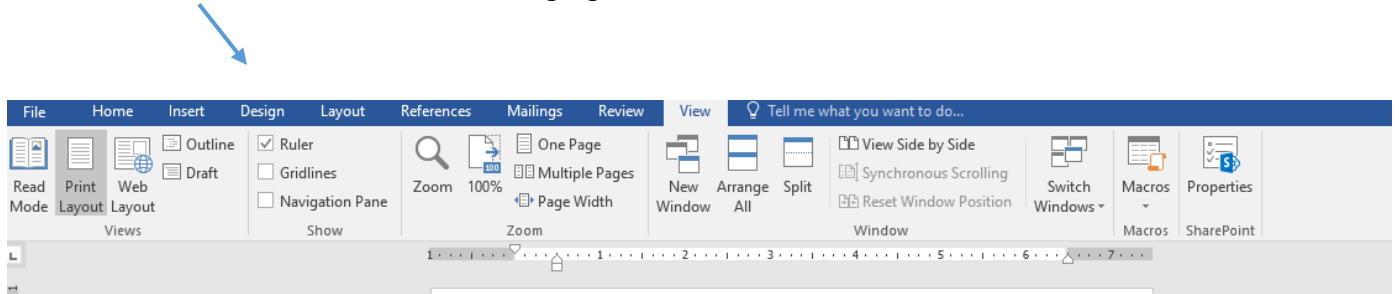
No Author:

If there is no author, use the title as the first piece in your citation.

"Title." Title of the Container, Other contributors, Version, Number, Publisher, Publication Date, Location.

Having trouble with formatting? Try these tips for Word:

- Go to the 'View' tab at the top of the page
- Make sure that you have 'Ruler' selected so that you can see the ruler around your page
- Select the text on your reference page
- The ruler on the top of the page has two triangles. They should be lined up at this point. Drag the bottom triangle over .5 inch. This should format your subsequent lines over to a 1.5 inch hanging indent.

Containers:

MLA uses containers to cite information. A container is the larger whole that holds a source. Containers are like nesting dolls; they are smaller pieces inside of bigger pieces.

Common examples include:

A short story inside of a book

An article inside of a database

An article inside of a magazine

Common Template for Multiple Containers

#	Core Elements	What are they?
	Core Elements	What are they?
1	Author.	Last, First
2	Title of source.	" " if short story or article, or *Italics if book*
3	Title of container,	Is this part of a larger whole?
4	Other contributors,	Look for words like introduced by, narrated by, translated by
5	Version,	Is this an edition?
6	Number,	Is this from a multi-numbers set?
7	Publisher,	Who produced this? Ex. Penguin Press
8	Publication date,	Write the full date as you find it on the version you are using
9	Location.	Page numbers signified pp. #-# or the DOI or URl if there is no larger container
3	Title of Container	Is this part of an even larger whole?
4	Other contributors	Look for words like introduced by, narrated by, translated by
5	Version	Look for words like introduced by, narrated by, translated by
6	Number	Is this from a multi-numbers set?
7	Publisher,	Who produced this? Ex. Penguin Press
8	Publication date	Write the full date as you find it on the version you are using
9	Location.	Is there a doi/URL or was this located in a place?

An example of an article in a database:

#	Core Elements	What are they?
1	Author.	Smith, Bob
2	Title of source.	"How to Cite MLA"
3	Title of container,	*The MLA Review*
4	Other contributors,	NA
5	Version,	NA
6	Number,	vol. 8, no. 1
7	Publisher,	NA
8	Publication date,	2015
9	Location.	pp. 67-75
3	Title of Container	EBSCO
4	Other contributors	NA
5	Version	NA
6	Number	NA
7	Publisher,	NA
8	Publication date	NA
9	Location.	www.EBSCO/578357

Smith, Bob. "How to Cite MLA." *The MLA Review*, vol. 8, no. 1, 2015, pp. 67-75. EBSCO,

www.EBSCO/578357.