


Writing for the History Department

2023-2024

This guide will help you write for History at Derryfield. In order to help you find what you need, open the outline of this document by clicking on the  button in the upper left corner of this document. You can also use command+f or control+f to search this document for what you need.

General Information

Basic Requirements for Writing

- Double-spaced with reasonable font size (11-12) and readable (Times New Roman, Cambria, Calibri, etc)
- Title
- Proofread. Look for:
 - Spelling errors
 - Grammar and syntax mistakes
 - Sentence fragments
 - Run-on sentences
 - Commas v. semi-colons

Kinds of Writing for History

Analytical Paragraph

This is a very short term (**1 class period**) assignment with less weight. However, it is a formal paragraph with 5-8 sentences, a topic sentence and at least 3 pieces of evidence with analysis.

Essay

This is a short term (**1-2 class periods**) assignment with lesser weight. No original research is required and it is focused on sources provided in class.

Paper

This is a longer term (**3+ class periods**) with greater weight. It may include independent research and may include a drafting or revision process.

Components of Every Essay or Paper in History

- Introduction with a clear argumentative thesis and roadmap
- Body Paragraphs with clear topic sentences and specific evidence
- Conclusion that summarizes the argument and discusses the “so what”

Tense

In general, you should use the **past tense to describe everything that happened in the past**. This means that you should rarely be writing in the present tense for history class. You should **only use the present tense for events that are still happening and to describe things written by historians** (“Gordon Wood says...”).

The Introduction

Each topic in this section includes an example that has been annotated to describe how the example fulfills the necessary requirements. Click on the highlighted sections to view the relevant annotations.

Thesis

Every piece of writing for the history department should have a clear thesis statement near the end of the introduction. A thesis is an **argumentative claim that answers a specific question**. This is the organizing principle of a piece and each topic sentence in the body should connect back to the thesis explicitly. The thesis is **not** a statement of evidence.

Example of a Thesis

“Despite the fact that FDR’s own slogan referred to the New Deal as ‘new,’ it was actually a return to the basic ideas of Progressivism.”

Roadmap

Every multi-paragraph piece of writing should have a roadmap that appears in the introduction. The roadmap should provide “directions” for the reader to follow throughout the piece. This might be a **part of the thesis, a separate sentence or a series of sentences that connect(s) each topic sentence idea/theme back to the thesis**. These will serve as the “signposts” for readers.

Example of a Roadmap

“In designing the New Deal, FDR drew upon both the New Nationalism of Theodore Roosevelt and the New Freedom of Woodrow Wilson as well as the demands of Progressive-Era labor unions like the Knights of Labor.”

The Body

Each topic in this section includes an example that has been annotated to describe how the example fulfills the necessary requirements. Click on the highlighted sections to view the relevant annotations.

Each piece of writing will require a different number of paragraphs. However many paragraphs there are, each one should have the following:

Topic Sentence

The **first sentence of each body paragraph should focus on an idea/theme that connects specific events in the past with a specific claim in the thesis**. This sentence should support the thesis and differentiate the paragraph from others. The topic sentence should explicitly use language from the thesis. The topic sentence should **not** restate the thesis entirely. Instead, it should draw language from the thesis in order to identify the parts of the argument being addressed in the paragraph.

Example of a Topic Sentence

"FDR's New Deal was deeply influenced by Progressive ideas like Theodore Roosevelt's New Nationalism in that, like TR's platform in 1916, the New Deal endorsed partnership between big business and government in order to regulate the market economy in programs like the National Recovery Administration."

Evidence

Evidence includes **specific details about the past that support the claim made in the topic sentence** and should be directly tied to the thesis/roadmap. This may include quotes, but writers should not focus exclusively on quotes. Other kinds of evidence might include specific numbers, statistics, events, people dates, etc. Be careful of being general and summative. **Do not tell the reader what another historian said.** This isn't generally evidence. You want to be as specific and concise as possible. Do **not** tell a story or summarize the background of the evidence unless the context is necessary to understand the evidence. **ALL evidence must be cited even if it is paraphrased.**

Primary Source: "Primary sources provide firsthand testimony or direct evidence concerning a topic or question under investigation. They are usually created by witnesses or recorders who experienced the events or conditions being documented. Often these sources are created at the time when the events or conditions are occurring, but primary sources can also include autobiographies, memoirs, and oral histories recorded later."

Secondary Source: "Secondary sources are books, periodicals, web sites, etc. that people write using the information from primary sources. They are not written by eyewitnesses to events, for instance, but use eyewitness accounts, photographs, diaries and other primary sources to reconstruct events or to support a writer's thesis about the events and their meaning."

Tertiary Source: "Tertiary sources are publications that summarize and digest the information in primary and secondary sources to provide background on a topic, idea, or event. Encyclopedias and biographical dictionaries are good examples of tertiary sources."

All three definitions above were retrieved from the [Cornell University Library](#).

Example of Evidence

"The industry-wide codes organized by the NRA focused on reducing unemployment, setting minimum wages and maximum hours as well as guaranteeing rights to collective bargaining. These codes were entirely voluntary and were adopted by businesses so that they could place the 'blue eagle' symbol of the NRA in their windows and show their commitment to the New Deal (Polenberg). In this sense, the NRA represented the very cooperative relationship between business and government envisioned by Roosevelt for the cooperative 'good trusts' instead of an always antagonistic totally 'trust-busting' relationship."

Quote Integration

Quotes should be smoothly integrated into a piece of writing. Keep in mind the acronym **ICE** when integrating quotes:

- **Introduce the quote:** "According to historian David Blight...", "In 1789, King Louis wrote..."
 - Differentiate between primary and secondary sources
 - Provide any necessary context for the evidence
- **Cite the quote:** Provide an MLA Format in-text citation as well as a Works Cited page entry.
- **Explain the quote:** The next sentence following the quote should connect the quote to your argument explicitly. You may also need to summarize the big ideas in the quote if they aren't immediately clear.

Example of Quote Integration

According to historian Richard Polenberg, “[t]he business people who dominated the code drafting wanted guaranteed profits and insisted on security for their renewed investment and future production” (Polenberg). The opportunity for business leaders to participate in this drafting encouraged their cooperation with the NRA program by providing them with a chance to obtain these concrete economic benefits.

Any quote more than four lines long should:

1. Be shortened. If the quote cannot be shortened (all of the language is necessary to argument), then...
2. It should be included as a **block quote**: singled spaced and indented on both sides 0.5 inches.
3. Use block quotes sparingly!

Analysis

Every piece of evidence cited should come with clear analysis. Analysis is your contribution to the evidence and is **argumentative language that explicitly connects the evidence to the topic sentence and to the thesis**. Your analysis should move beyond describing the argument made by other historians, but should instead show your own reading of the evidence. Don’t restate what is in the evidence. Instead, analyze specific word choice, discuss the significance/effects of the statistic you introduced, etc.

Example of Analysis

“The industry-wide codes organized by the NRA focused on reducing unemployment, setting minimum wages and maximum hours as well as guaranteeing rights to collective bargaining. These codes were entirely voluntary and were adopted by businesses so that they could place the ‘blue eagle’ symbol of the NRA in their windows and show their commitment to the New Deal (Polenberg). In this sense, the NRA represented the very cooperative relationship between business and government envisioned by TR instead of breaking up all businesses of a certain size as envisioned by Woodrow Wilson and Herbert Croly. Instead of forcing these codes onto businesses as in the Fair Labor Standards Act, the NRA gave incentive for businesses to choose to adopt the codes.”

Conclusion

Each topic in this section includes an example that has been annotated to describe how the example fulfills the necessary requirements. Click on the highlighted sections to view the relevant annotations.

Argument Summary

Every conclusion should briefly and succinctly summarize the argument of your piece. Be sure to re-state key claims, but don’t restate your thesis verbatim. You should use similar language, but you should not be cutting and pasting text from the rest of your essay.

Example of Argument Summary

“Ultimately, FDR was able to fuse the seemingly contradictory Progressivism of Theodore Roosevelt endorsing corporatism and the Progressivism of Woodrow Wilson firmly committed to opposition to bigness per se. By combining these ideas with the demands of groups like the Knights of Labor, FDR was able to find everything necessary to create the New Deal in the Progressivism of his childhood.”

So What?

Your conclusion should discuss why the claim you have made is important. A “so what” might take the form of:

- A connection to some other example from the past that illustrates a larger process or truth.
- A connection to an event or experience in the present that is either similar to what the essay has considered or was caused or influenced by it.

Example of a “So What”

“Many historians have argued that the New Deal had to be new because the economic calamity of the Depression was fundamentally different from the prosperity that defined life at the end of the Gilded Age. Despite this claim, it is clear that the roots of the New Deal came directly from the Progressive Era. Just as the laissez-faire capitalism of the Gilded Age had given way to Progressivism, the ‘return to normalcy’ of the 1920s led to the rebirth of Progressive ideas in the New Deal. Historians might even note the same pattern in looking at the history of the 1950s and the ‘Great Society’ of the 1960s. It seems that American political and economic life continues to follow this pattern throughout the 20th Century.”

Tips for Writing

General Tips

- 1) Write for someone who is not in your class. Don't summarize everything you have learned, but a reasonably smart person who is not in your class should be able to follow your essay. In fact, having a person who isn't in your class read over your essay is a useful way of helping to revise it.
- 2) Sentences and word choice should be simple and clear. If you have several points to make about the same subject, split them up into separate sentences (many clauses separated by commas are always more confusing than separate, simple sentences).
- 3) Follow the advice of Strunk and White to omit useless words and sentences. Shorter and more concise is always better. Be sure that each sentence adds something to the thesis of the essay. If it doesn't, get rid of it.
- 4) Avoid the passive voice (e.g. write “Thomas Jefferson wrote the Declaration of Independence” rather than “The Declaration of Independence was written by Thomas Jefferson” and write “Qin Shihuangdi seized control of ancient China through force” rather than “Control of ancient China was seized by Qin Shihuangdi through force”). It should always be clear who or what is doing the action in the sentence.
- 5) Always use full names or last names to refer both to historians and to historical figures (i.e. “Wood” instead of “Gordon” to refer to the historian Gordon Wood and “Lenin” instead of “Vladimir” to refer to Russian revolutionary V.I. Lenin).
- 6) Don't ask rhetorical questions that your essay doesn't answer. Rhetorical questions are okay in an introduction or conclusion if your essay answers them explicitly, but don't rely on a reader to fill in the blanks.

Things to Avoid

Clichés

Avoid cliché language such as:

- | | | |
|----------------------------------|----------------------------|-------------------------------|
| • “Nail in the coffin” | • “At the end of the day” | • “Force to be reckoned with” |
| • “Related to” | • “At this moment in time” | • “Last but not least” |
| • “For all intents and purposes” | • “Bite the bullet” | • “This quote shows” |

Overused Words

Try to avoid overused words such as:

- | | | |
|-----------|---------|--------------|
| • Big | • Bad | • Much more |
| • A Lot | • Right | • So |
| • Heavily | • Wrong | • Due to |
| • Good | • Very | • Because of |

Citations

When should I cite?

You will need to use MLA format in order to cite your sources in this class. Remember that you should use citations in all of the following situations:

1. When you quote directly from a text.
2. When you paraphrase (put into your own words) from a text.
3. Anytime you use any information that isn't common knowledge.

How do I create a citation?

MLA has turned to a style of documentation that is based on a general method that may be applied to every possible source and to many different types of writing. But since texts have become increasingly mobile, and the same document may be found in several different sources, following a set of fixed rules is no longer sufficient.

When deciding how to cite your source, start by consulting the list of core elements. These are the general pieces of information that MLA suggests including in each Works Cited entry. In your citation, the elements should be listed in the following order:

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date.

If any information is missing, simply leave it out. Your citation should merely include all the information that you can find about the source. You may not be able to find everything listed in your source.

Please see the citation examples below for models. You can use a citation generator such as www.mybib.com to create these citations, but there may be errors. To create clean, clear citations, it is always best to rely on a model.

How do I create an in-text citation?

The in-text citation is a brief reference within your text that indicates the source you consulted. It should properly attribute any ideas, paraphrases, or direct quotations to your source, and should direct readers to the entry in the list of works cited. For the most part, an **in-text citation is the author's name and page number** (or just the page number, if the author is named in the sentence) in parentheses:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

or

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

In the Works Cited, this source would look like this:

Wordsworth, William. *Lyrical Ballads*. Oxford University Press, 1967.

Again, your goal is to attribute your source and provide your reader with a reference without interrupting your text. Your readers should be able to follow the flow of your argument without becoming distracted by extra information. They will be able to refer to your Works Cited which will use the more complete formats below.

For a source with two authors, list the last names in the parenthetical citation. Such as:

The authors claim that surface reading looks at what is "evident, perceptible, apprehensible in texts" (Best and Marcus 9).

Corresponding Works Cited entry:

Best, David, and Sharon Marcus. "Surface Reading: An Introduction." *Representations*, vol. 108, no. 1, Fall 2009, pp. 1-21. JSTOR, doi:10.1525/rep.2009.108.1.1

For sources with three or more authors, list only the first author's last name, and replace the additional names with et al. Such as:

The authors claim that one cause of obesity in the United States is government-funded farm subsidies (Franck et al. 327).

Corresponding Works Cited entry:

Franck, Caroline, et al. "Agricultural Subsidies and the American Obesity Epidemic." *American Journal of Preventative Medicine*, vol. 45, no. 3, Sept. 2013, pp. 327-333.

When your citation lacks an author, your in-text citation should simply be the first words of the citation as in the example below.

Works Cited Page: *Encyclopedia of Indiana*. Somerset, 1993.

In-Text Citation: (*Encyclopedia of Indiana* 17)

How do I cite a book?

Basic Book Format

The author's name or a book with a single author's name appears in last name, first name format. The basic form for a book citation is:

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

Book with One Author

Gleick, James. *Chaos: Making a New Science*. Penguin, 1987.

Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.

Book with More Than One Author

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and Bacon, 2000.

Two or More Books by the Same Author

List works alphabetically by title.

Palmer, William J. *Dickens and New Historicism*. St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

Book by a Corporate Author or Organization

American Allergy Association. *Allergies in Children*. Random House, 1998.

Book with No Author

Encyclopedia of Indiana. Somerset, 1993.

A Translated Book

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.

How do I cite an essay or a chapter in a longer book?

A Work in an Anthology, Reference, or Collection

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form is for this sort of citation is as follows:

Last name, First name. "Title of Essay." *Title of Collection*, edited by Editor's Name(s), Publisher, Year, Page range of entry.

Some examples:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" *The Education of a Graphic Designer*, edited by Steven Heller, Allworth Press, 1998, pp. 13-24.

Poem or Short Story Examples

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*, edited by Philip Smith, Dover, 1995, p. 26.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*, edited by Tobias Wolff, Vintage, 1994, pp. 306-07.

If the specific literary work is part of the author's own collection (all of the works have the same author), then there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. Dover, 1991, pp. 12-19.

Carter, Angela. "The Tiger's Bride." *Burning Your Boats: The Collected Stories*. Penguin, 1995, pp. 154-69.

Poems Taken from a Website:

Author's Last Name, First Name. "Title of Poem." Title of Website, Name of Organization Affiliated with the Website, Date of copyright or date last modified/updated, URL. Accessed Day Month Year site was visited.

Example:

Keats, John. "On the Grasshopper and Cricket." *Poetry Foundation*, 2020, <https://www.poetryfoundation.org/poems/53210/on-the-grasshopper-and-cricket>. Accessed 24 March 2020.

Article in a Reference Book (e.g. Encyclopedias, Dictionaries)

Author's Last Name, First Name. "Title of Entry." *Title of Encyclopedia or Dictionary*, edited by Editor's First Name Last Name, Edition if given and not first edition, vol. Volume Number, Publisher Name, Date of Publication, pp. First Page - Last Page. *Name of Database*, permalink URL or DOI.

Greenleaf, Christy. "Figure Skating." *Eating Disorders: An Encyclopedia of Causes, Treatment, and Prevention*, edited by Justine J. Reel, Greenwood, 2013, pp. 208-212. *Gale Virtual Reference Library*, frccwc.idm.oclc.org/login?url=http://go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=west59484&v.

How do I cite a periodical (magazine, newspaper, academic journal, etc)?

Periodicals include magazines, newspapers, and scholarly journals. Works cited entries for periodical sources include three main elements—the author of the article, the title of the article, and information about the magazine, newspaper, or journal. MLA uses the generic term "container" to refer to any print or digital venue (a website or print journal, for example) in which an essay or article may be included.

Use the following format for all citations:

Author. Title. *Title of container* (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publisher Date, Location (pp.). *2nd container's title*, Other contributors, Version, Number, Publisher, Pub date, Location.

Article in a Magazine

Author(s). "Title of Article." *Title of Periodical*, Day Month Year, pages.

Poniewozik, James. "TV Makes a Too-Close Call." *Time*, 20 Nov. 2000, pp. 70-71.

Buchman, Dana. "A Special Education." *Good Housekeeping*, Mar. 2006, pp. 143-48.

Article in a Newspaper

Author(s). "Title of Article." *Title of Periodical*, Day Month Year, edition, pages.

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post*, 24 May 2007, p. LZ01.

Krugman, Andrew. "Fear of Eating." *New York Times*, 21 May 2007, late edition, p. A1.

If the newspaper is a less well-known or local publication, include the city name in brackets after the title of the newspaper.

Behre, Robert. "Presidential Hopefuls Get Final Crack at Core of S.C. Democrats." *Post and Courier* [Charleston, SC], 29 Apr. 2007, p. A11.

A Review of Another Work

To cite a review, include the title of the review (if available), then the phrase "Review of" and provide the title of the work (in italics for books, plays, and films; in quotation marks for articles, poems, and short stories). Finally, provide performance and/or publication information.

Review Author. "Title of Review (if there is one)." Review of Performance Title, by Author/Director/Artist. *Title of Periodical*, Day Month Year, page.

Seitz, Matt Zoller. "Life in the Sprawling Suburbs, If You Can Really Call It Living." Review of *Radiant City*, directed by Gary Burns and Jim Brown. *New York Times*, 30 May 2007, p. E1.

Weiller, K. H. Review of *Sport, Rhetoric, and Gender: Historical Perspectives and Media Representations*, edited by Linda K. Fuller. *Choice*, Apr. 2007, p. 1377.

An Article in a Scholarly Journal

Author(s). "Title of Article." *Title of Journal*, Volume, Issue, Year, pages.

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's White Noise." *Arizona Quarterly*, vol. 50, no. 3, 1994, pp. 127-53.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

How do I cite other stuff?

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known. If the publisher is the same as the website name, only list it once. If available, include the date you accessed the website.

Author. "Page Title." Publisher, Day Month Year, URL. Accessed Day Month Year.

"Athlete's Foot - Topic Overview." WebMD, 25 Sept. 2014,
www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview.

Lundman, Susan. "How to Make Vegetarian Chili." eHow, www.ehow.com/how_10727_make-vegetarian-chili.html. Accessed 6 July 2015.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, and the date of access.

Artist's name. *Title*. Date of Creation. Housing Institution, City. *Website Name*, URL. Accessed Day Month Year.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*, www.museodelprado.es/en/the-collection/art-work/the-family-of-carlos-iv/f47898fc-aa1c-48f6-a779-71759e417e74. Accessed 22 May 2006.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*, www.artchive.com/artchive/K/klee/twittering_machine.jpg.html. Accessed May 2006.

An Article in a Web Magazine

Provide the author name, article name in quotation marks, title of the web magazine in italics, publisher name, publication date, URL, and the date of access.

Author. "Article Name." *Web Site*, Publisher, Day Month Year. URL. Accessed Day Month Year.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.

E-mail (including E-mail Interviews)

Give the author of the message, followed by the subject line in quotation marks. State to whom the message was sent with the phrase, "Received by" and the recipient's name. Include the date the message was sent. Use standard capitalization.

Author. "E-Mail Subject Line." Received by Name, Day Month Year.

Kunka, Andrew. "Re: Modernist Literature." Received by John Watts, 15 Nov. 2016.

Letter

TEMPLATE: Last Name, First Name. "Title." Date of the letter (if unknown, place approximate year followed by a question mark). Name and location of publication or collection. Form of material. *Title of the website at which you accessed the letter.* Access URL. Date of access.

An example of this template in action would be as follows:

Keynes, JM. "An Open Letter to President Roosevelt." 1933? The New York Times, New York. Typescript. *The New York Times*. <https://timesmachine.nytimes.com/timesmachine/1933/12/31/100815754.html> Accessed 17 February, 2022.

A Song or Album

Music can be cited multiple ways. Mainly, this depends on the container that you accessed the music from. Generally, citations begin with the artist's name. They might also be listed by composers or performers. Otherwise, list composer and performer information after the album title. Put individual song titles in quotation marks. Album names are italicized. Provide the name of the recording manufacturer followed by the publication date.

Artist. "Song Title." *Album Title*, Record Label, Year.

If information such as record label or name of album is unavailable from your source, do not list that information.

A Song on Spotify

Rae Morris. "Skin." *Cold*, Atlantic Records, 2014, Spotify, open.spotify.com/track/00PES3Tw5r86O6fudK8gxi.

Online Album

Beyoncé. "Pray You Catch Me." *Lemonade*, Parkwood Entertainment, 2016, www.beyonce.com/album/lemonade-visual-album/.

CD

Nirvana. "Smells Like Teen Spirit." *Nevermind*, Geffen, 1991.

Films or Movies

List films by their title. Include the name of the director, the film studio or distributor, and the release year. If relevant, list performer names after the director's name.

Title. Directed by Name(s), performance(s) by Name(s), Studio, Year.

The Usual Suspects. Directed by Bryan Singer, performances by Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro, Polygram, 1995.

Youtube Videos

Last name, First. "Title of Video." *YouTube*, uploaded by Uploader of Video, publication date, URL.

McGonigal, Jane. "Gaming and Productivity." *YouTube*, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

Television Shows

Begin with the episode name in quotation marks. Follow with the series name in italics. When the title of the collection of recordings is different than the original series (e.g., the show *Friends* is in DVD release under the title *Friends: The Complete Sixth Season*), list the title that would help researchers to locate the recording. Give the distributor name followed by the date of distribution.

"Episode Title." *Series Title*, written by Name(s), directed by Name(s), Distributor, Year.

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*, written by Andrew Reich and Ted Cohen, directed by Kevin Bright, Warner Brothers, 2004.

Class Notes

Begin with the name of the instructor. Follow with the title of the lecture, the name of the course, the date and the institution where the lecture took place. Be sure to indicate in the works cited that this is a lecture.

Instructor's Name. "Title of Lecture." Name of Course, Date, Institution. Class lecture.

Slefinger, John. "The Atom Bomb." United States History, 14 Mar. 2022, The Derryfield School. Class lecture.

Online Interview

List the interview by the name of the interviewee. If the interview has a title, place it in quotation marks. Cite the remainder of the entry as you would other exclusive web content. Place the name of the website in italics, give the publisher name (or sponsor), the publication date, and the URL.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* by (unformatted) after the interviewee's name and before the interviewer's name.

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*, 27 Apr. 2009, www.arcgames.com/en/games/star-trek-online/news/detail/1056940-skewed-%2526-reviewed-interviews-craig. Accessed 15 May 2009.

A Government Document

Begin with the title of the document. Follow with the government body that produced the document, the date it was produced and a URL if you found it online.

Title of the document. Producing body, Date. URL.

Highlights from the Competition Bureau's Workshop on Emerging Competition Issues. Competition Bureau of Canada, 4 Mar. 2016, [www.competitionbureau.gc.ca/eic/site/cb-bc.nsf/vwapj/cb-Workshop-Summary-Report-e.pdf/\\$FILE/cb-Workshop-Summary-Report-e.pdf](http://www.competitionbureau.gc.ca/eic/site/cb-bc.nsf/vwapj/cb-Workshop-Summary-Report-e.pdf/$FILE/cb-Workshop-Summary-Report-e.pdf).

Artificial Intelligence

Begin with the prompt you submitted to the AI tool. Name the tool, identify the version and creator and include the date you accessed the tool along with a link.

"Prompt submitted to the AI" prompt. Tool, Version of the Tool, Creator, Date. URL.

"Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald" prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

How do I create a Works Cited page?

When you are creating a Works Cited page, you will simply take the citations you've created for each source and list them in alphabetical order based on the first word of the citation. Normally this will be the author's last name. However, when a citation lacks an author, you will simply alphabetize based on the first word of the citation.

Model Works Cited

The Works Cited below includes the examples from above as they should be formatted together in a Works Cited Page. When a citation goes to the second line, indent the subsequent lines. Don't break up URLs. Your Works Cited should be double-spaced if your piece is double-spaced as well.

Works Cited

American Allergy Association. *Allergies in Children*. Random House, 1998.

"Athlete's Foot - Topic Overview." WebMD, 25 Sept. 2014,
www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview.

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Annotated Bibliographies

What is an Annotated Bibliography?

An annotated bibliography lists all the sources you intend to use in a research project. This will usually be created during the research process before you begin to write. The goal of the annotated bibliography is to show the

teacher that you have read and understood your sources, but, more importantly, to help you to organize your thoughts before you begin writing. You should be able to return to your annotated bibliography throughout the writing process and know which sources to use when based on your annotations.

How do I create an Annotated Bibliography?

There are four major components included in an annotated bibliography for each citation, which are listed below. Once you have assembled each citation with the annotation, you should organize your bibliography in alphabetical order like any other bibliography or works cited page.

Citation

Your entry should begin with a properly formatted MLA citation as described above.

Columbus, Christopher. "Excerpt from Columbus's Journal of First Voyage to Western Hemisphere." *Westward Expansion*. Primary Source Media, 1999.

Reliability

The first sentence(s) of your annotation should consider the following questions: Who is the author? Where did the source come from? Is it reliable? Why?

"This is a primary source written from the perspective of Christopher Columbus. This is excerpted directly from his journal and therefore is reliable in presenting his bias and his perspective but may not be reliable in presenting more factual information."

Coverage

Your second sentence(s) should summarize the document. Describe what information it adds to your knowledge about the topic.

"These are the entries leading up to and including the first interactions Columbus had with the natives. It gives a clear insight into the ideas and thoughts that came to Columbus when he saw the native people. He also discusses some of his first interactions with them."

Evaluation

Your third sentence(s) should answer the following questions: How useful is this source? How does it fit into answering your research question?

"This source will prove very useful in determining Columbus' ideas about the Native Americans. This may be used when writing about how Columbus looked at the native population and can be used to provide some ideas about why he treated them as he did."

Example of a Complete Annotation

Once you have all the components they should be formatted as follows:

Columbus, Christopher. "Excerpt from Columbus's Journal of First Voyage to Western Hemisphere." *Westward Expansion*. Primary Source Media, 1999.

This is a primary source written from the perspective of Christopher Columbus. This is excerpted directly from his journal and therefore is reliable in presenting his bias but may not be reliable in presenting more factual

information. These are the entries leading up to and including the first interactions Columbus had with the natives. It gives a clear insight into the ideas and thoughts that came to Columbus when he saw the native people. He discusses some of his first interactions with them. This source will prove very useful in determining Columbus' ideas about the Native Americans. This may be used when writing about how Columbus looked at the native population and can be used to provide some ideas about why he treated them as he did.