

# *Lightning Style* *Guide*

Eastview High School  
Apple Valley, Minnesota

Guide to Writing and  
Using Resource Materials

last updated 2019

# Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>GUIDE FOR FORMAL ASSIGNMENTS</b>	<b>2</b>
Word-Processed Papers	2
Order of the Paper	2
First Page (Remember: no title page unless instructed to do so.)	2
Sample First Page (2016 MLA Format)	2
<b>GUIDE TO STYLE - MODERN LANGUAGE ASSOCIATION (MLA Format)</b>	<b>3</b>
Works Cited Instructions:	3
Print Sources Sample Entries	3
Electronic Sources (Web Publications) Sample Entries	5
Other Sources Sample Entries	5
Sample	7
<b>ANNOTATED BIBLIOGRAPHY</b>	<b>8</b>
<b>RULES FOR DOCUMENTING SOURCES IN TEXT</b>	<b>9</b>
Parenthetical Citation	9
<b>PLAGIARISM POLICY</b>	<b>10</b>
Statement of Principle and Policy regarding academic honesty and integrity:	10
Honor Code:	10
Shared Responsibilities:	10
Definition of Cheating:	10
Definition of Plagiarism:	11
Violation:	11
Consequences:	11
How do I, as an Eastview High School student, avoid cheating?	12

The purpose of this booklet is to provide guidelines for proper format in your assignments in all classes at Eastview High School. Use this booklet as a guide for all standard assignments, and consult your teacher for any variation from this style manual. Remember, it is your responsibility for writing correctly and accurately. This guide should help you make your writing your best!

# GUIDE FOR FORMAL ASSIGNMENTS

## 1. Word-Processed Papers

- Use a full sheet of 8 ½ x 11" paper
- Double space
- Indent five spaces or one tab for a new paragraph. Do not put an extra space between your paragraphs.
- Select 12 point Times New Roman or similar font
- 1" margins on all sides
- Number your pages in the upper right hand corner by creating a header. Numbers should be formatted to be flush with the right margin and be one-half inch from the top of the page. Include or omit your last name in the header according to your teacher's instructions.

## 2. Order of the Paper

- NOTE: MLA no longer requires a title page. Your teacher, however, may ask for one.
- Body of paper
- Appendix
- Works Cited
- Bibliography

## 3. First Page (Remember: no title page unless instructed to do so.)

- List your name, teacher's name, course name, date in upper left corner (double spaced)
- Double space and center the title. Capitalize the first letter of each major word of your title.
- Do NOT use quotation marks, italics, underlining or all capital letters in your title.
- Double space again before the first line of the body of the composition.

### Sample First Page (2016 MLA Format)



# GUIDE TO STYLE - MODERN LANGUAGE ASSOCIATION (MLA Format)

## Works Cited Instructions:

1. Place the words Works Cited one inch from the top of the page. Then, **double space** and begin the works cited entries.
2. Arrange the sources in alphabetical order according to the first word of the entry. **Do not number the items.** Place items alphabetically by the first word of the entry, unless the first word is A, An or The, in which case the second word determines the alphabetical position.
3. When a source requires more than one line, the second line, and all following lines should be indented five spaces so that the names of the authors will stand out on the page. This is called “**hanging indentation.**”
4. **Double space everything** on the works cited page.
5. If the entry includes more than one work by the same author, it is not necessary to repeat the author’s name with each entry. Use three hyphens followed by a period in place of the name in all listings after the first.
6. MLA recommends the use of MLA citations, but it is up to the instructor’s discretion.

## Print Sources Sample Entries

### Book by one author:

Author’s Last Name, First Name. *Title of Book*. Publisher, Year of Publication.

#### **Sample:**

Miller, Rob. *The History of Rockets*. Franklin Watts, 1999.

### Book by two or more authors:

Author’s Last Name, First Name, and Author’s First Name Last Name. *Title of Book*. Publisher,  
Year of publication.

#### **Sample:**

Apt, Jay, Michael Helfert, and Justin Wilkinson. *Orbit: NASA Astronauts Photograph the Earth*.  
National Geographic, 1996.

### Book that is edited:

Editor’s Last Name, First Name, ed. *Title of Book*. Publisher, Year of Publication.

#### **Sample:**

Reichhardt, Tony ed. *Space Shuttle: the First 20 Years*. Dorling Kindersley, 2002.

**Magazine article with author listed:**

Author's Last Name, First Name. "Title of Article." *Title of Magazine*. Date Month Year. Page

Number: Medium of publication.

***Sample:***

Svitil, Kathy A. "End of the Voyagers." *Discover*. June 2005:10.

**Magazine article with no author listed:**

"Title of Article." *Title of Magazine*. Date Month Year: Page Number.

***Sample:***

"Exoplanets: The Heat is On." *Sky and Telescope*. June 2005:19.

**Newspaper article with author listed:**

Author's Last Name, First Name. "Title of Article." *Title of Newspaper*. Date Month Year: Section  
and Page Number.

***Sample:***

Webber, Thomas R. "U.S. Space Program Reborn in Mission of Discovery." *News Sentinel*. 13  
June 2005: C4.

**Newspaper article with no author listed:**

"Title of Article." *Title of Newspaper*. Date Month Year. Section and Page Number.

***Sample:***

"2005 Space Odyssey." *Wall Street Journal*. 23 May 2005: A14.

**Encyclopedia article with author listed:**

Author's Last Name, First Name. "Title of Article." *Encyclopedia Title*. Date ed.

***Sample:***

Oberg, James. "Space Explorations." *World Book Encyclopedia*. 2003 ed.

**Encyclopedia article with no author listed:**

"Title of Article." *Encyclopedia Title*. Date ed.

***Sample:***

"Space Shuttle." *Encyclopedia Britannica*. 2002 ed.

## Electronic Sources (Web Publications) Sample Entries

1. Author and/or editor name (if given) reversed, followed by a period.
2. Title of the work in quotes.
3. Title of the web site, followed by comma in quotation marks book, or project in italics followed by a period.
4. Any version numbers, including editions (ed.), revisions, posting dates, volumes (vol.) or issue number if available followed by a period.
5. Publisher's name if available followed by a period.
6. Publication date. ie (4 Sept. 2016)
7. Page numbers if available.
8. URL
9. Date of access.

### **Sample:**

Jangfeldt, Bengt. "Joseph Brodsky: A Virgilian Hero, Doomed Never to Return Home."

*Nobelprize.org*. 7 Sept. 2004. The Nobel Foundation. 10 June 2005.

### **Sample:**

Regas, Diane. "Three Key Energy Policies That Can Help Us Turn the Corner on Climate."

*Environmental Defense Fund*, 1 June 2016,

[www.edf.org/blog/2016/06/01/3-key-energy-policies-can-help-us-turn-corner-climate](http://www.edf.org/blog/2016/06/01/3-key-energy-policies-can-help-us-turn-corner-climate).

Accessed 19 July 2016.

### **Important Note:**

*Because technology is moving faster than any print source can keep up with, this handbook is unable to provide a completely current section for citing network sources.*

*You can also find information about using online resources on the EVHS website, linked to the Learning Commons.*

## Other Sources Sample Entries

### **Personal Interview**

Interviewee's Last Name, First Name. Type of interview. Date Month Year.

### **Sample:**

Beinhom, Arthur. Personal Interview. 13 Sept. 2014.

Olson, Carl. Telephone Interview. 10 Dec. 2016.

**Personal E-mail**

Author. Subject line. Recipient, Date message sent.

***Sample:***

Currie, Alex. "Re: Online Tutoring." Received by Joy Hanson, 1 Dec. 2016.

**Television or Radio Program**

"Title of Program." *Title of Show*. Network. Local Affiliate, City. Date Month Year. Medium.

***Sample:***

"Dimension Report, Homework." *Your News at Six*. CBS Television. WCCO, Minneapolis. 13 Mar. 1995. Television.

**Audio Recording**

Artist. "Song or Reading." *Title*. Year.

***Sample:***

The Beatles. "A Day in the Life." *Sergeant Pepper's Lonely Hearts Club Band*. 1967. CD.

**Film**

Title of Film. Directed by. First Name Last Name. Film Studio. Year.

***Sample:***

*The Birds*. Dir. Alfred Hitchcock. Universal Studios, 1963.

Works Cited

- Dean, Cornelia. "Executive on a Mission: Saving the Planet." *The New York Times*. 22 May 2007, [www.nytimes.com/2007/05/22/science/earth/22ander.html?\\_r=0](http://www.nytimes.com/2007/05/22/science/earth/22ander.html?_r=0). Accessed 12 May 2016.
- Ebert, Roger. Review of *An Inconvenient Truth*, directed by Davis Guggenheim. *Rogerebert.com*, 1 June 2006, [www.rogerebert.com/reviews/an-inconvenient-truth-2006](http://www.rogerebert.com/reviews/an-inconvenient-truth-2006). Accessed 15 June 2016.
- Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology*, Vol. 14, no. 1, 2007, pp. 27-36
- An Inconvenient Truth*. Directed by Davis Guggenheim, performances by Al Gore and Billy West, Paramount, 2006.
- Leroux, Marcel. *Global Warming: Myth Or Reality?: The erring Ways of Climatology*. Springer, 2005.
- Milken, Michael, et al. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly*, Vol. 23, No. 4, 2006, p. 63.
- Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review*, vol. 96, no. 2, 2006, pp. 31-34.
- . "Global Warming Economics." *Science*, vol. 294, no. 5545, 9 Nov. 2001, pp. 1283-84, DOI: 10.1126/science. 1065007.
- Regas, Diane. "Three Key Energy Policies That Can Help Us Turn the Corner on Climate." *Environmental Defense Fund*, 1 June 2016,



[www.edf.org/blog/2016/06/01/3-key-energy-policies-can-help-us-turn-corner-climate](http://www.edf.org/blog/2016/06/01/3-key-energy-policies-can-help-us-turn-corner-climate).

Accessed 19 July 2016.

Revkin, Andrew C. "Clinton on Climate Change." *The New York Times*, 17 May 2007,

[www.nytimes.com/video/world/americas/1194817109438/clinton-on-climate-change.html](http://www.nytimes.com/video/world/americas/1194817109438/clinton-on-climate-change.html).

Accessed 29 July 2016.

Shulte, Bret. "Putting a Price on Pollution." *US News & World Report*, vol. 142, no. 17, 14 May 2007, p. 37. *Ebsco*, Access no: 24984616.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge UP, 2003.

## ANNOTATED BIBLIOGRAPHY

An annotated bibliography includes some brief statement as to the value of the source for the purposes of your paper. The annotation need not be in sentence form, however, it must begin with a capital letter and end with a period. Note the spacing and indentations in the annotations below:

Bauder, Julia, ed. *Censorship*. Detroit: Greenhaven Press, 2007. Print. *Current Controversies Series*.

This book includes information on censoring speech and banning pornography on library computers. The section on restricting access to books in school libraries will be useful.

Douglas, Howard. "Silencing Huck Finn." *Chronicle of Higher Education* 6 Aug. 2004: C1-C4. *Academic Search Complete*. Web. 3 June 2008.

This article discusses specific books that have been banned in various locations.

# RULES FOR DOCUMENTING SOURCES IN TEXT

## Parenthetical Citation

You **must** acknowledge all information gained from outside sources when writing a paper. Generally three types of information must be acknowledged to avoid plagiarism:

1. **Direct quotation**
2. **Paraphrase or summary**
3. **Author's ideas**

Use the following guidelines to document sources in your papers through the use of parenthetical citations.

1. **Introduce the beginning of borrowed material** to distinguish it from your own writing. Typically this is done with a brief introduction of the author and some reference to his/her credentials: *Lynette and Thomas Long, two of the foremost recognized experts on the trend of latchkey children, define latchkey as "children who are regularly left during some period of the day to supervise themselves...or for whom care arrangements are so loosely made they are virtually ineffective" (Long 17).*
2. **Works by one author.** Give the author's last name in parentheses at the end of a sentence, followed by the page numbers (Jones 58).
3. **Works with more than one author.** List all the last names in parentheses, or give one last name followed by et. al.  
(Smith Jones and Wilcox 87) or (Smith et al. 87)
4. **Works with no author listed.** When citing an article that does not identify the author, use the title or the work or a shortened version of it: (Robotics" 398).
5. **Two works by the same author.** If you use more than one work by the same author, give the title, or a shortened version, after the author's last name: (Jones "Robotics" 398).
6. **Material from personal interview.** Following the material from the interview, include the individual's name in the parenthetical: (Beach).
7. Two works with same title and no author listed.  
("Cancer" *Encyclopedia Britannica* 387).  
("Cancer" *Health & Wellness Resource Center* 3).
8. If you have already mentioned that author in the sentence, only include page number in the ( ).

**\*\*NOTE:** MLA format does not require page or paragraph numbers for electronic sources. However, always follow the instructions of your teacher when citing sources.

# PLAGIARISM POLICY

## EVHS Academic Honesty and Integrity Policy

### Statement of Principle and Policy regarding academic honesty and integrity:

Academic honesty and integrity are essential to excellence in education. Since assignments, exams and other schoolwork are measures of student performance, honesty is required to ensure accurate measurement of student learning. Each student, parent and staff member has a responsibility to promote an academic culture that respects and fosters individual achievement.

### Honor Code:

On all coursework (assignments, exams, projects) undertaken by the students of Eastview High School. The following commitment is expected:

**On my honor, as an Eastview High School student, I will neither cheat nor plagiarize on any coursework.**

This statement means that the student understands and has complied with the expectations of academic integrity and honesty set forth by Eastview High School.

### Shared Responsibilities:

Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

#### Student responsibility:

To not participate either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others.

#### Parent responsibility:

To actively support the EVHS honor code; to support his/her child in the understanding and upholding the EVHS honor code.

#### Staff responsibility:

To promote the Eastview High School honor code: to establish expectations regarding academic integrity and honesty; and to be prepared to address violations of the honor code when it occurs.

### Definition of Cheating:

**Cheating** is misleading an instructor in some way so as to receive or attempt to receive credit for work not originated by the student or work performed with unauthorized assistance. Cheating includes, but is not limited to:

- Copying from another student's examination, assignment, or other coursework with or without his/her permission
- Unauthorized collaboration that violates the teacher's established expectations
- Allowing another student to copy his/her work

- Having another person take an examination, write a paper, or complete an assignment
- Using unauthorized “cheat sheets,” notations on desk, clothing, self, or personal technology devices (such as graphing calculators or data organizers) as “electronic cheat sheets”
- Giving or receiving copies of examinations with or without an exchange of money or other forms or reimbursement
- Revealing/receiving examination content, questions, answers, or tips from another student or removing such information from the classroom after an examination through the use of notes, scratch paper, technology, verbal communication, etc.
- Using technology inappropriately to complete coursework or examinations
- Resubmitting substantially the same work that was produced for another assignment or course without authorization

### **Definition of Plagiarism:**

**Plagiarism** is the use of passages, materials, words or ideas that come from someone or something else, without properly naming the source

Examples include, but are not limited to:

- copying someone’s assignment;
- copying text or other materials from the Internet or other source without citing them;
- paraphrasing items from a book or article without citing them;
- using translation software to translate sentences or passages; or
- using the same sentence structure or thesis as another source without citing it.

Basically, if someone or something else has done the work (or a portion of it) for you, and you do not acknowledge it, you are being academically dishonest.

### **Violation:**

If there is evidence of violation of the honor code by a student or students, an investigation will be conducted in a dignified, confidential and respectful manner.

### **Consequences:**

**The continuum of problem-solving strategies and/or consequences:** All violations of the honor code should have consequences appropriate the circumstances. Similar violations will merit similar consequences. Consequences may include, but are not limited to:

- a. Redo the assignment/exam
- b. Reduced grade for the assignment/exam
- c. Zero for the assignment/exam

- d. Letter of apology
  - e. Student explains offense to parent
  - f. Teacher contacts parent
  - g. Referral to administration for detention or suspension
  - h. Removal from course with an F
  - i. Loss of EVHS scholarship opportunities
  - j. Loss of National Honor Society(ies) membership
  - k. Revocation or refusal of teacher college recommendations
- Any appropriate combination of a-k above.

### **How do I, as an Eastview High School student, avoid cheating?**

1. It's simple: ALWAYS, ALWAYS, ALWAYS do YOUR OWN work!
2. NEVER let someone copy any of your work from a test or an assignment.
3. NEVER share information about a test afterwards no matter how much someone begs you to spill the beans!
4. Do not collaborate or "work together" on an assignment, project, or exam unless the teacher has given permission for collaboration.
5. If confronted by a peer to cheat or if tempted on your own to cheat, just remember your responsibility as an EVHS student to uphold the EVHS Code of Honor. Just say: "Remember the code!"
6. Use the power of technology responsibly.
7. Listen to your "gut instinct." If it doesn't feel right, it probably isn't.

And finally, if you observe some of your peers cheating or you feel undo pressure from your peers to cheat, feel free to share this information, individually, with your teacher.