

Altamonte Christian School Secondary Writing Guide

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Introduction & Rationale

The Modern Language Association (MLA) format is used by Altamonte Christian School as a resource for writing style. It provides writers with a system for cross-referencing their sources from their parenthetical references to their works cited page. This cross-referencing system allows readers to locate the publication information of source material. The proper use of MLA style shows the credibility of writers; such writers show accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism.

General Format Guidelines for MLA Style

- Papers should be typed and double spaced on standard 8.5x11 inch paper with margins of 1 inch (2.5 cm) on all sides. Do not put extra spaces between paragraphs.
- Regular 12 pt. Times New Roman font and black ink should be used.
- Do not include any blank pages in your paper.
- Title or cover pages are not necessary unless required by your teacher. Instead, you should provide a double-spaced entry in the top left corner of the first page that lists your name, your teacher's name, the course, and the date. Then center your title on the line below the header and begin your paper immediately below the title.
- A works cited page is necessary.
- Page numbers are required to be in the upper, right-hand corner of *each page of content*.
- Unless instructed by your teacher, do not use headings or subheadings within your paper. Rather, make good use of transition sentences (at the end of a paragraph) and introductory sentences (at the beginning of a paragraph) to let your reader know that you are changing to a different point of emphasis.
- Include an outline that is single spaced and in point form. Make sure to provide all details in your outline that will appear in your paper.
- Exceptions to the format above may be made when doing creative writing of verse (poetry or songs). For these types of writing, you may single space, and use the margins you feel are appropriate.

A Note about Plagiarism

The following information on plagiarism is a summation of information contained in Sharon Sorenson's book, *The Research Paper*, Amsco Publications, Inc., NY, 1999.

As you may know, plagiarism is literary theft. It is using someone else's words or ideas, whether from a print source or from the Internet, as if they were your own. Plagiarism is such a serious offense that most colleges and universities have policies that severely penalizes students who engage in plagiarism. These penalties range in severity from automatic failure in the class involved to student expulsion. To avoid any of these scenarios, it's a good idea to learn how to avoid plagiarism.

Many people think of plagiarism as simply copying another's work, or borrowing someone else's original ideas.

According to the Merriam-Webster Online Dictionary, to "plagiarize" actually means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.
- In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

(Plagiarism.org)

Any paper that requires research is a collaboration between the writer and his sources.

To be fair and ethical the writer MUST acknowledge his debt to the writers of his sources.

Not doing that is committing plagiarism.

How can I keep from plagiarizing?

Study the following four passages. The first is the original passage by Aurelia Kamp. The second passage illustrates plagiarism. The third passage accurately rewords, quotes, and documents the words and ideas used from the original. The fourth passage accurately rewords and documents the ideas from the original but does not include direct quotes.

Original Passage

The cost-effective production of white corn is important to anyone who likes cereal for breakfast, tacos for lunch, tortillas for dinner, or Fritos for a snack. But reducing operation costs in order to keep down consumer costs is an ongoing problem for farmers. As we walked through the grain-bin area, Mr. A. pointed to a 3,500-gallon propane tank. During harvest, he explained, the tank was filled every other day. Then to reduce costs, Mr. A. spent \$70,000 to design and build a cob burner that gasifies the corncobs and turns them into fuel. The operation has cut the fuel bill by 60%. Now the propane fuel tank is filled only once a week.

Plagiarized

Reducing the operation costs of white corn production is an ongoing problem, but one farmer has reduced costs by spending \$70,000 to design and build a cob burner that gasifies the corncobs and turns them into fuel.

Notice that although the order of the passage has been altered and that a few of the words have been omitted, the passage is basically the same as the original. No quotation marks set off the exact words of the original and no documentation acknowledges the source. Both must occur in order to avoid plagiarism. Compare with the following:

(Acceptable) Reworded, Partly Quoted and Documented

Farmers struggle to reduce the cost of production of white corn; a staple for many Americans who like cereal and tortillas. One farmer has cut his fuel consumption in half by using what had been thrown away: the corncobs. As Mr. Z explained, the \$70,000 cob burner "gasifies the corncobs and turns them into fuel" (Kamp 16).

In this acceptably written passage, exact words appear in quotation marks and the reworded portions are acknowledged by documentation at the end of the paragraph. Notice in the following passage, however, that no exact phrases appear.

(Acceptable) Reworded and Documented

Representative of farmers' creative approaches to cut the cost of producing white corn, one farmer has given the term, "recycling" a new twist. For \$70,000 he designed and built a cob burner that turns corncobs to gas that can in turn be used for fuel. He has eliminated the pile of cobs that accumulated out back and at the same time cut his fuel consumption by more than half (Kamp 16).

Completely reworded, this passage omits exact words from the source, thus no quotation marks are necessary to mark them. Since the passage is a summary, however, credit must be given to the source.

Simply put, to avoid plagiarism, you must adhere to three rules:

1. DO NOT use exact words from a source without putting them inside quotation marks and giving credit to the source.
2. DO NOT reword a passage without giving credit to the source.
3. DO NOT summarize a passage without giving credit to the source.

In other words, be honest about where you get your words and ideas and you will never be guilty of theft. Of course, your own ideas and interpretations need no source identification (Sorenson 107-109).

Altamonte Christian School Plagiarism Policy

The following is the Altamonte Christian School Plagiarism Policy as found on page 58 of the Parent Student Handbook:

Writing and research is an integral part of the curriculum at Altamonte Christian School. It is important that students learn to express their thoughts and document their research. ACS established a Research Computer Class where sixth and seventh grade students write a small MLA research paper to help in the understanding of locating and citing sources. As the students develop their research skills in eighth through twelfth grade, more critical thinking and grade level appropriate writing will be incorporated with the MLA format. Credit must be given to **paraphrased material as well as direct quotes, both within the body of the paper and in the Works Cited page of your research paper.** Remember, citations must be given for paraphrases, as well as short or long quotes and phrases.

Every effort should be made to give credit to the author of all original ideas or thoughts. For this reason, it is imperative that students follow the detailed guideline given through classroom instruction. There is a difference from a student who inappropriately cites a source versus a student who does not attempt to cite a source. A general rule of thumb is to remember that if one did not know the detailed information before writing the paper, then it must be cited. Failure to give credit to the author of the original idea or thought is considered plagiarism and will result in immediate disciplinary action which can include suspension.

When a student turns in all of the preliminary parts of the research paper on the proper due dates such as the reference lists, rough drafts, and citation page, the teacher is able to help guide the student if there is any misunderstanding about how to cite the information. Before the final research paper is completed, the teacher has already read enough essays and work from the individual student to know the student's particular style of writing and attention to detail. Therefore, when a paper is turned in that produces a radical change in the style of writing due to copying of phrases or sections from another source, the teacher immediately notices the variances. If plagiarism is suspected, the paper will be evaluated through internet sources. Therefore, please keep all teacher generated forms and carefully follow the classroom instructions. By understanding and abiding by the rules, each student will find success in writing a quality research paper.

Documentation and In-text Citations

Documentation is the giving of credit to sources used or quoted in a research paper. Parenthetical refers to the use of parentheses for brief in-text citations used in the MLA (Modern Language Association of America) format. Correct documentation prevents plagiarism and allows the reader to locate and consult the sources cited. Document any sentence that contains a statistic, controversial statement, direct quote, or a summary or paraphrase of information not considered common knowledge. A general rule of thumb is that if you did not know the detailed information before hand it must be documented. It is always better to over-document than run the risk of plagiarizing. In-text citations can be used anytime to give credit to the author for his or her hard work. Use judgment to determine what sentences require documentation. If in doubt, document. In using in-text citations to identify sources of information, the references are placed in parentheses within the body of the paper.

Handling in-text citations

MLA format follows the author-page method of citation. This means that the author's last name and the page number(s) from which the quotation or information is taken must appear in the text, and a complete reference should appear in your works cited list (see sample Works Cited page). The author's name may appear either in the sentence itself or in parentheses following the quotation or information, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

Examples:

One author:

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

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

Wordsworth extensively explored the role of emotion in the creative process (263).

Two authors with the same last name:

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (and even her or his full name if different authors share initials) in your citation.

Although some medical ethicists claim that cloning will lead to designer children

(R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

Two works by the same author:

Lightenor has argued that computers are not useful tools for small children (“Too Soon” 38), though he has acknowledged that early exposure to computer games does lead to better small motor skill development in a child’s second and third year (“Hand-Eye Development” 17).

Quoting an indirect source (source quoted in another source):

Sometimes you may have to use an indirect quotation, that is, a quotation that you found in another source that was quoting from the original. For such indirect quotations, use “qtd. in” to indicate the source:

Ravitch argues that high schools are pressured to act as “social service centers, and they don’t do that well” (qtd.in Weisman 259).

One author with multiple works:

If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the other works by that same person.

Non-print citations:

For an in-text citation referencing non-print (films, TV series, etc.) or electronic sources, try to include the name that begins the entry in the Works Cited page.

Quotations

Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks and incorporate it into your text. Provide the author and specific page citation (in the case of poetry, provide line numbers) in the text, and include a complete reference in the works cited list. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation.

Examples:

According to some, dreams express “profound aspects of personality”

though others disagree (Foulkes 184).

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184).

Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the in-text citation if they are a part of your text.

Example:

Cullen concludes, "Of all the things that happened there! That's all I remember" (11-12).

Long Quotations

Place quotations longer than four typed lines in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, double indented one inch from the left margin. This block of writing remains double spaced. Your parenthetical citation should come after the closing punctuation mark. When quoting poetry, maintain original line breaks (you MUST single space when quoting verse).

Examples:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration: They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

Works Cited Guidelines (Examples Are On the Following Works Cited Page)

- Your works cited list should begin on a separate page from the text of the essay with the title Works Cited (with no quotation marks, underlining, etc.) centered at the top of the page.
- Double space all entries and double space between entries.
- This list, alphabetized by the first word in each entry (usually the author's last name), should appear at the end of your essay.
- Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in your text.
- Authors names are inverted (last name first); if a work has more than one author, invert only the first author's name, follow it with a comma, then continue listing the rest of the authors. If you have cited more than one work by a particular author, order them alphabetically by title, and use three hyphens in place of the author's name for every entry after the first. When an author appears both as the sole author of a text and as the first author of a group, list solo-author entries first.
- If no author is given for a particular work, alphabetize by the title of the piece and use a shortened version of the title for in-text citations.
- The first line of each entry in your list should begin at the left margin. Subsequent lines should be indented. This is known as a hanging indent.
- Capitalize each word in the titles of articles, books, etc. This rule does not apply to articles (a, it etc.), short prepositions (for, to etc.) or conjunctions (and, so etc.) unless one is the first word of the title or subtitle.
- Italicize titles of books, journals, magazines, newspapers, and films.
- Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
- List page numbers efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your works cited page as 225-50.

WORKS CITED (Example of what yours might look like)

Appleby, R. *Coaching Soccer with Powerpoint*. Caronport, SK: Plaza Press, 2001.

Armstrong, J., ed. *Puzzle Me This, Riddle Me That - A Collection of Brain Teasers*.

- Saskatoon SK: Mensa Publishers, 2000.
- “Basketball Brainiacs — Hinz and Olney” *Encyclopedia of Sport*. 2001 ed.
- Beck, D. and D. Reed. “Creative Classroom Decorating.” *Canada AM*. CTV, Canada. 22 Sep. 2001.
- Brewer, A. and N. Lacey. “Everybody Have Pun Tonight.” *Groaner Weekly* 29 Feb. 1996: 33-38.
- Frostad, D., and K. Guenter. *Putting the “Fine” into Fine Arts*. Caronport SK: Big Event Books Inc. 1983.
- Green, B. “Oh Canada — My Way.” Cacophony Recordings, 2000.
- Guenter, J., J. Moen and T. Peter. “Raising Perfect Kids.” *Supermoms Speak — Stories of Success*. Ed. V. Thiessen. Kincaid SK: Judy Cleaver Books Ltd., 1999. 24-113.
- Hall, J. and R. Hall. *Caronport Cougars*. 30 Sep. 2000. Caronport High School. 4 Oct., 2002. <www.cougarsrock.ca>
- Jenson, Jill D. “It’s the Information Age, so Where’s the Information?” *College Teaching* 52.3 (2004): 107-12. *Academic Search Premier*. Web. 2 Feb 2005.
- Peters, K. “Re: I can still count my kids on one hand.” Message to the author. 2 Aug. 2000. E-mail.

Basic Citation Format

*Note: For every entry you must determine the medium of publication. Most entries will be listed as Print or Web but other possibilities may include Film or DVD.

For Sources in Print (Hacker 120-154)

If your particular case is not covered here, use the basic forms to determine the correct format.

Author(s). *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of publication.

Book with one author

Peretti, Frank B. *Prophet*. Wheaton, IL: Crossway Books, 1992. Print.

Two books by the same author

(After the first listing of the author's name, use three hyphens and a period for the author's name. List books alphabetically.)

Peretti, Frank E. *Prophet*. Wheaton, IL: Crossway Books, 1992. Print.

---. *The Oath*. Wheaton, IL: Crossway Books, 1995. Print.

Book with more than one author

LaHaye, Tim and Jerry B. Jenkins. *Left Behind*. Wheaton, IL: Tyndale House Publishers Inc., 1995. Print.

If there are more than three authors, you may list only the first author followed by the phrase et al. (the abbreviation for the Latin phrase "and others") in place of the other authors' names, or you may list all the authors in the order in which their names appear on the title page.

Book with a corporate author

American Allergy Association. *Allergies in Children*. New York: Random, 1998. Print.

Book or article with no author named

Encyclopedia of Indiana. New York: Somerset. 1993. Print.

"Produce Sales Fall 30%." New York Times, 14 Sept. 1999: A17. Print.

For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Encyclopedia 235) and ("Produce" 26).

Anthology or collection

Peterson, Nancy J., ed. Toni Morrison: “*Critical and Theoretical Approaches*”.

Baltimore: Johns Hopkins UP, 1997. Print.

A part of a book (such as an essay in a collection)

Author(s). “Title of Article.” *Title of Collection*. Ed. Editor’s Name(s). Place of

Publication: Publisher, Year. Pages. Medium of Publication.

Essay in a collection

Harris, Muriel. “Talk to Me: Engaging Reluctant Writers.” *A Tutor’s Guide: Helping*

Writers One to One. Ed. Ben Rafoth. Portsmouth, NH: Heinemann—

Boynton/Cook, 2000. 24-34. Print.

Cross-referencing: If you cite more than one essay from the same edited collection, you should cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. To do so, include a separate entry for the entire collection listed by the editor’s name. For individual essays from that collection, simply list the author’s name, the title of the essay, the editor’s last name, and the page numbers.

For example:

L’Eplattenier, Barbara. “Finding Ourselves in the Past: An Argument for Historical Work on WPAs.” Rose and Weiser 131-40.

Peoples, Tim. “Seeing the WPA With/Through Postmodern Mapping.” Rose and Weiser 153-167.

Rose, Shirley K., and Irwin Weiser, eds. *The Writing Program - Administrator as Researcher*. Portsmouth, NH: Heinemann-Boynton/Cook, 1999.

Article from a reference book

“Saskatchewan.” *Encyclopedia Britannica*. 1999 ed. 9. Print.

An article in a periodical (such as a newspaper or magazine)

Author(s). "Title of Article." Title of Source Day Month Year: pages. Medium of Publication.

When citing the date, list day before month; use a three-letter abbreviation of the month (e.g. Jan., Mar., Aug.). If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g. 17 May 1987, late ed.).

Magazine or newspaper article

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

Moore, Rick. "Cougars Shine at Provincials." *Moose Jaw Times Herald* 18 Mar. 2001. Print.

An article in a scholarly journal

Author(s). "Title of Article." Title of Journal Vol (Year): pages. Medium of Publication.

Duvall, John N. "The (Super)Marketplace of Images: Television as Unmediated Mediation in DeLillo's *White Noise*." *Arizona Quarterly* 50.3 (1994): 127-53. Print.

Basic Forms for Electronic Sources

If your particular case is not covered here, use the basic forms to determine the correct format. If no author is given for a web page or electronic source, start with and alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.

If publishing information is unavailable for entries that require publication information such as publisher names MLA requires the use of special abbreviations to indicate that this information is not available. Use n.p to indicate that no publisher name has been provided. Use n.d. when the web does not provide a publication date.

When an entry requires that you provide a page but no page numbers are provided in the source (as is the case of an on-line scholarly journal that appears only in an on-line anthology) use the abbreviation n. pag.

It is no longer necessary to provide a complete link to your web source unless your teacher requests it for clarification.

A Web Site

It is necessary to list your date of access because web postings are often updated, and information available at one date may no longer be available later. Be sure to include the complete address for the site. Also, note the use of angled brackets around the electronic address; MLA requires them for clarity.

Author(s). Name of Page. Date of Posting/Revision. Name of institution/organization
affiliated with the site. Medium of Publication. Date of Access.

Web site example

Felluga, Dino. Undergraduate Guide to Literary Theory. 17 Dec. 1999. Purdue
University. Web. 15 November 2000

An article on a web site

Author(s). "Article Title." Name of web site. Date of posting/revision. Name of
institution/organization affiliated with site. Medium of Publication. Date of
access.

Poland, Dave. "The Hot Button." Roughcut. 26 Oct. 1998. Turner Network Television.
Web. 28 Oct. 1998

Online posting

Karper, Erin. "Welcome!" Online posting. 23 Oct. 2000. Professional Writing Bulletin
Board. Web. 12 Nov. 2000

An electronic database (Example: EBSCOhost)

Provide the bibliographic data for the original source as for any other of its genre, then add the name of the database along with relevant retrieval data (such as version number and/or transcript or abstract number).

Author. "Title of Article." *Name of periodical*, volume and issue numbers.

Date of publication. Inclusive pages. *Name of database*. Medium of publication.

Date of access.

Jenson, Jill D. "It's the Information Age, so Where's the Information?"

College Teaching 52.3 (2004): 107-12. *Academic Search Premier*.

Web. 2 Feb 2005.

Article in a reference database on CD-ROM

"World War II." Encarta. CD-ROM. Seattle: Microsoft, 1999.

Article from a periodically published database on CD-ROM

Reed, William. "Whites and the Entertainment Industry." *Tennessee Tribune*. 25 Dec.

1996: 28. *Ethnic NewsWatch*. CD-ROM. Data Technologies. Feb. 1997.

Other Types of Sources

Government publication

United States Dept. of Health and Human Services. *Healthy People 2010*:

Understanding and Improving Health. Washington: GPO, 2000. Print.

Pamphlet

Office of the Dean of Students. "Resources for Success: Learning Disabilities and

Attention Deficit Disorders." West Lafayette, IN: Purdue University, 2000. Print.

An article in an online journal or magazine

Author(s). "Title of Article." *Title of Journal* Volume. Issue (Year): Pages/Paragraphs.

Web. Date of Access.

Some electronic journals and magazines provide paragraph or page numbers; include them if available. This format is also appropriate to online magazines; as with a print version, you should provide a complete publication date rather than volume and issue number.

Online journal article

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 33 pars.

Web. 5 Dec. 2000

E-mail

Author. "Title of the message (if any)" E-mail to the author. Date of the message. This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Email to John Smith," you would have "Personal interview."

E-mail to you

Kunka, Andrew. "Re: Modernist Literature." E-mail to the author. 15 Nov. 2000.

Email communication between two parties, not including the author

Neyhart, David. "Re: Online Tutoring." E-mail to Joe Barbato. 1 Dec. 2000.

Interview that you conducted

Teacher, Awanna B. Personal Interview. 1 Dec. 2000.

Advertisement in print or electronic

Pepsi. Advertisement. **Time** 20 Nov. 2000: 151.

Television or radio program

"The Blessed Event." *The Flintstones*. Hannah Barbera. YTV, Canada. Television. 19 July 2001.

Sound recording

Jars of Clay. "If I Left the Zoo." Silvertone Records, 1999.

Film

Princess Bride, The. Dir. Rob Reiner. Perf. Cary Elwes, Mandy Patinkin, Chris

Sarandon, Christopher Guest, Wallace Shawn, Andre the Giant and Robin Wright.

Nelson Entertainment, 1987. Film.

Advertisement on television or radio

Canadian Tire. Advertisement. CBC. 3 Dec. 2000.

Common Writing Errors

- Putting your spell checker on "auto pilot". (They're our ah lot off miss takes that yore spell cheque will knot cache.)
- Homonyms - its/it's, there/their/they're, to/too/two, etc.

- “Would of”/ “could of” should be “would have”/ “could have”
- Sentence fragment - an incomplete thought written with a capital letter and a period.
Example: “Before he was tackled.” Correction: :“Before he was tackled, Gene tossed the ball back to Don.”
- Comma splice - two complete sentences (independent clauses) are joined with a comma.
Example: “The team has been picked, the list has not been posted.”
Correction: “The team has been picked; the list has not been posted.” Or “The team has been picked, but the list has not been posted.” Or “The team has been picked. The list has not been posted.”
- Fused/Run-on sentence - two or more sentences are joined together.
Example: “Hit the ball and run to first base if the pitcher catches the ball you are out.” Correction: “Hit the ball and run to first base. If the pitcher catches the ball, you are out.”
- Person agreement - the subject does not agree with its antecedent.
Example: “A student can wear hats on Friday if they pay \$1.00.” Correction: “Students can wear hats on Friday if they pay \$1.00.”
- Faulty parallelism - not using the same form for words, phrases or clauses.
Example: “I enjoyed watching Gladiator because of its music and it holds the viewer in suspense.” Correction: “I enjoyed watching Gladiator because of its music and its suspense.”
- Wordiness - using too many words. Use language to clarify, not mystify.
Example - “The purple-blue icy cold water danced happily and vigorously under the hot glaring round late summer sun. Correction: “The periwinkle water danced under the late summer sun.”
- Tense shift - changing from one verb tense to another within a sentence.
Example: “The journal and pen was gifts from the grandparents.”
Correction: “The journal and pen were gifts from the grandparents.”

Tips for Success

- Always use a word processor to do your writing.
- Make effective use of the planning stage of the writing process (brainstorming, concept webbing, outlining, etc.)
- Set your own deadlines for your outline, first draft, and final draft.

- Never hand in an assignment late.
- Ask if you can earn bonus marks for handing in your paper early.
- Always make your work look good.
- Remember that your paper will be compared to everyone else's.
- Find someone reliable and intelligent enough to help you edit.
- Ask your teacher to check your thesis statement, outline, and draft.
- Follow instructions carefully (do exactly what your teacher wants).
- Find out what time of day, and under what circumstances you do your best work.
- Eliminate background noise.
- Work in bright light or sunshine.
- Get enough sleep, eat nutritious food, and get some exercise.

Resources

Barton, Johnette. *Altamonte Christian School Parent Teacher Handbook*. 2008. Print.

Dennis, Linda, Stephanie Gregory, Cathy Mayher, Carol Smith, Elaine Winder. *Cherokee High School Research Book*. <http://www.lrhdsd.org>. 2010. Web. 19 Sept. 2009.

(portions used with permission from this school)

Hacker, Diana. *A Pocket Style Manual*. New York: St. Martin's, 2009. Print.

Nix, Sharon. PhD. "Writing Across the Curriculum." Altamonte Christian School.

Altamonte Springs, Florida. 7 Dec. 2009. Inservice.

Sorenson, Sharon. *The Research Paper*, New York: Amsco Publications, Inc., 1999. Print.

The Owl at Purdue Writing Guide. 2009. Web. 9 January 2013.

<<http://owl.english.purdue.edu>.>

"What is Plagiarism?" Plagiarism.org. 2009. Web 1 Dec. 2009

<http://www.plagiarism.org/learning_center/what_is_plagiarism.html>