

## Oxford Area High School Graduation Project Alternative Career Paper

### Requirements

Research the specifics of an approved career and write a formal research paper

- 15 pages minimum plus a works cited page
- 7 sources minimum
- papers must be typed with MLA heading, double spaced, font size 12, Times New Roman; margins 1”
- MLA format for in-text citations and works cited page
- power point presentation with graphics relevant to topic (4 slides minimum plus title slide; size 36 font)
- papers must be submitted prior to deadline

Papers must also include the following information:

- why he/she chose this career to research
- what skills are needed for this career area
- the postsecondary education required for this career
- the high school education necessary
- the average salary and salary range for this career

### Useful Information

#### Rules for In-text citation

1. Use the author's last name and give the page number in parentheses.
  - Do not use “page” or abbreviations for page, just write the number.
  - Allow one space before the parentheses but none after it if a period follows.

**Arthur Miller’s *The Crucible* “forces a revolution in our perception and definition of reality” (Martin 73).**

2. If you are using more than one book by the same author, give the last name, comma, the title, and the page.

**Animal imagery conveys the primitive, uncontrolled rage that the peasants feel. One person “acquired a tigerish smear about the mouth” (Dickens, *Tale of Two Cities* 33-34).**

3. There is a relationship between your writing and how you compose your in-text documentation. If you identify the author and title in the text, you do not need to repeat that information. Simply present the page number in your citation.

**In *Understanding Why the Caged Bird Sings*, Megna-Wallace notes that Angelou’s autobiography succeeds on two levels: “first, as a personal memoir . . . and second, as a representative narrative that exemplifies the struggle of many African American women against racial and sexual oppression” (10).**

4. If there is no author, give the title and the page number.

**A number of critics feel that Hemingway’s journalistic style continued to influence writers through the end of the 20th century (“Hemingway Chronicle” 5).**

5. If you are quoting a direct quotation from a secondary source, you must identify it as such.

**According to Arthur Miller, “It was not only McCarthyism that moved me, it was as though the whole country had been born anew, without a memory even of certain elemental decencies” (qtd. in Budick 74).**

6. If the quoted material exceeds two lines in your text, use a comma or colon after the last word of text, indent and type the quotation without quotation marks. The parenthetical citation follows the punctuation at the end of the last sentence of the quote.

7. Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your in-text documentation and use only the main entry—author, or title, if there is no author—in parenthesis.

**A recent CNN.com review noted that the book’s purpose was “to teach cultures that are both different from and similar to world status quo” (Allen).**

## MLA Bibliographic Style: Quick Reference

This guide is designed to provide a quick reference for MLA style of documenting resources in papers.

Adapted from Valenza, Joyce Kasman. “When Should I Document Sources in My Text?”

### First Page

**Font:** Times New Roman, 12 pt

**Spacing:** Double spaced throughout

Leave one space after periods or other punctuation

**Margins:** 1 inch all a round

**Title:** Not in caps; centered

**Paragraphs:** Indent first line 1 inch

**Quotations:** Indent block quotations

(whole paragraph) 10 spaces

**Page numbers:** number consecutively in header at the top of each page, upper-right side

Jones 1
Martha Jones
Mr. Canaday
Graduation Project
11 May 2007
Global Warming and our Changing Climate
Judging by the recent occurrence of many freak weather events, it would seem that global warming is having the effects on the earth that many scientists predicted.

### Works Cited Page

The Works Cited page is used to list the information you referenced in your paper.

### Works Cited Page

**Title:** The title Works Cited should appear one inch down from the top of the page and double space to the first entry

**Arrangement:** Alphabetically by author last name or title if an author is not listed

**Spacing:** Double space between lines and entries

**Indentation:** Using hanging indent: first line flush left and succeeding lines one tab or five spaces

**Dates:** Use the format “7 Apr. 2007” and abbreviate the names of all months

**Underlining or Italics:** Used for titles of major works

**Publisher Names:** Use shortened forms of publisher’s names. Leave out articles—A, An and The.

Works Cited	Jones 1
Drucker, Darla, and Amy Jones. <u>How to Survive Your Wedding</u> . New York: Simon, 2003.	
Smith, George. “Graf Has Look of a Champion.” <u>ESPN SportsZone</u> . 29 Aug. 1996. < <a href="http://www.espn.com/gen/top.html">http://www.espn.com/gen/top.html</a> >.	
Valenza, Joyce. “Springfield Township High School Virtual Library.” 8 June 2003. Springfield Township High School. 3 Oct. 2005. < <a href="http://mciu.org/~spjvweb">http://mciu.org/~spjvweb</a> >.	

## How to Cite Sources

PRINT SOURCES	
<b>Book:</b> 1 author	English, Carol. <u>The Cliffs Won't Do: Read the Book</u> . Philadelphia: McGraw Hill, 2004.
<b>Book:</b> 2 or 3 authors	Drucker, Darla, and Amy Jones. <u>How to Survive Your Wedding</u> . New York: Simon, 2003.
<b>Book:</b> 2 or more books by same author	Small, Chris. <u>Please, Help Me Carry My Keys!</u> Topeka: Rand, 2002. ———. <u>Don't Measure a Chemist by Her Size</u> . New York: Feminist, 2004.
<b>Book:</b> editor instead of author	Valenza, Joyce, ed. <u>Bagels and Books: An Anthology</u> . Brooklyn, NY: Random House, 2001.
<b>Book:</b> corporate author	Springfield Township Family and Consumer Science Department. <u>Cooking with Spice</u> . New York: Scribner, 2003.
<b>Book:</b> anthology	Smith, James. "The Physics of Sushi." <u>The Fabulous Physics Paper</u> . Ed. Samuel Klein. Rome: Cambridge UP, 2004. 46-59.
<b>Book:</b> an edition other than the first	Peters, Michael. <u>Everything You Always Wanted to Know About Keeping Your Classroom Neat and Clean</u> . 4th ed. Philadelphia: Lysol, 2005.
<b>Reference Book:</b> signed article	Cohen, Sandra. "Zen and Art." <u>Encyclopedia Americana</u> . 2004 ed.
<b>Reference Book:</b> unsigned article	"Best Beards of All Time." <u>Encyclopedia of Anatomy and Hair</u> . 15th ed. 2003.
<b>Article:</b> from journal with continuous pagination	Skater, Andrew. "High School Rollerblading." <u>Secondary Education</u> 54(1990): 113-25.
<b>Article:</b> from a monthly or bimonthly periodical	Ramsey, Pamela. "Where's My Smiley Face?" <u>MacWorld</u> Sept. 1997: 86-94.
<b>Article:</b> from a weekly or biweekly periodical	Henry, Mary Ann. "Announcing Bus Changes With Flair." <u>Time</u> 4 July 2001: 17-76.
<b>Article:</b> from a daily newspaper - signed	Goldberg, Grace. "The Inside Track: Alumni Life." <u>Trojan Times</u> 10 Oct. 2004: 17. Smith, Bob. "Schools Losing Ground." <u>USA Today</u> 5 May 2001: 5D.
<b>Article:</b> from a daily newspaper – unsigned	"Striking a Pose with Sally Miles." <u>New York Times</u> 15 Oct. 1997, late ed. sec.6: 35+.
<b>Films, radio and television programs</b>	"Starring the Other Peggy Lee." <u>Slightly Off Broadway—The Series</u> . Prod. Sheldon Wang. PBS. WNET, New York. 6 Aug. 1995.  <u>Creative Bookbinding</u> . Dir. Tom Martin. Videocassette. Clemens, 1997.
<b>Interview:</b> personal or telephone	Craig, John. Personal interview. 23 Sept. 2004.
<b>Photograph:</b> personal	Grandpa Al at Home. Personal photograph by Susan Student. 28 May 2003.

## DATABASE SOURCES

<b>Database:</b> journal, magazine or newspaper article	<p><i>**Databases are made up mostly of materials that first existed in print format. When you cite a database source, site it just like the print version, then add the database Information.</i></p> <p>Author. "Article Title." <u>Periodical Title</u> Date of print publication (if available): Pages. <u>Database Name (if any)</u>. Name of Library System. Date of access. &lt;web address&gt;.</p> <p>Porat, Gil. "Tell Me Where It Hurts." <u>Better Nutrition</u> 69.4 (2007): 45-45. <u>Health Source - Consumer Edition</u>. POWER Library. 11 April 2007. &lt;<a href="http://search.ebscohost.com">http://search.ebscohost.com</a>&gt;.</p> <p>Dan Vergano. "Study forecasts new 'Dust Bowl'." <u>USA Today</u>. 6 Apr. 2007. <u>MAS Ultra - School Edition</u>. POWER Library. 11 April 2007. &lt;<a href="http://search.ebscohost.com">http://search.ebscohost.com</a>&gt;.</p>
<b>Database:</b> article from Biography Reference Bank	<p><i>All sources existed once as print articles in reference books.</i></p> <p>"Samuel Langhorne Clemens." <u>American Reformers</u>. H.W. Wilson, 1985. <u>Biography Reference Bank on Wilson Web</u>. POWER Library. 7 Apr. 2007. &lt;<a href="http://vnweb.hwwilsonweb.com">http://vnweb.hwwilsonweb.com</a>&gt;.</p>
<b>Database:</b> photo from AP Multimedia archive	<p>Weaver, Bruce. <u>Challenger Explosion</u>. 28 Jan 1986. <u>AP Photo Archive</u>. 30 Jan. 2004. &lt;<a href="http://accuweather.ap.org/cgi-bin/aplaunch.pl">http://accuweather.ap.org/cgi-bin/aplaunch.pl</a>&gt;.</p>

## ONLINE SOURCES

<b>Website:</b> general	<p>Author (if known). "Title of Page or Document." <u>Title of Site or Larger Work (if applicable)</u>. Date of electronic publication, last update, or date of posting. Name of any Associated Institution. Date of download. &lt;<a href="http://address/filename">http://address/filename</a>&gt;.</p> <p>"Down Syndrome." <u>March of Dimes</u>. Mar. 2007. <u>March of Dimes</u>. 3 Oct. 2005. &lt;<a href="http://www.marchofdimes.com/pnhec/4439_1214.asp">http://www.marchofdimes.com/pnhec/4439_1214.asp</a>&gt;.</p> <p>Smith, George. "Graf Has Look of a Champion." <u>ESPN SportsZone</u>. 29 Aug. 1996. &lt;<a href="http://www.espn.com/gen/top/0108716001.html">http://www.espn.com/gen/top/0108716001.html</a>&gt;.</p>
<b>Online Magazine:</b> article	<p>Author. "Title of Article." <u>Title of Magazine</u> Date of electronic publication. Date of access. &lt;<a href="http://address/filename">http://address/filename</a>&gt;.</p> <p>Smith, Jane. "Who Really Invented the Internet?" <u>Web Weekly</u> 26 Feb 2001. 4 May 2001. &lt;<a href="http://webweekly.com/smithwho/">http://webweekly.com/smithwho/</a>&gt;.</p>
<b>Online Encyclopedia:</b> article	<p>Author. "Title of Article." <u>Title of Reference Work</u>. Edition or version (if available). Date of electronic publication. <u>Title of the Database or Online Service</u>. Date of access. &lt;<a href="http://address/filename">http://address/filename</a>&gt;.</p> <p>Cook, Sarah Gibbard. "Berlin, Germany." <u>Encyclopedia Americana Online</u>. Mar. 2003. <u>Grolier Online</u>. 29 Feb. 1999. &lt;<a href="http://grolier.go.com">http://grolier.go.com</a>&gt;.</p>
<b>Online:</b> book	<p>Twain, Mark. <u>Adventures of Huckleberry Finn</u>. New York: Harper, 1884. <u>Electronic Text Center</u>. U of Virginia Library. 20 July 2004. &lt;<a href="http://etext.lib.virginia.edu/toc/modeng/public/Twa2Huc.html">http://etext.lib.virginia.edu/toc/modeng/public/Twa2Huc.html</a>&gt;.</p>
<b>Online:</b> Magazine	<p>Author. "Article Title." <u>Periodical Title</u> Date of print publication (if available): Pages (if available). Date of access. &lt;<a href="http://addressofarticleorjournalsearchpage">http://addressofarticleorjournalsearchpage</a>&gt;.</p> <p>Oreclin, Michele. "Spending It All on the Kids." <u>Time</u> 7 July 2003: 24-25. 2 Aug. 2004. &lt;<a href="http://www.time.com/time/magazine/article917.html">http://www.time.com/time/magazine/article917.html</a>&gt;.</p>
<b>Online:</b> images	<p>Artist if Available. <u>Description or Title of Image</u>. Date of image. Physical Source of Image/ Collection (if available). <u>Title of Database or Larger Site</u>. Date of access. &lt;<a href="http://address.website.org">http://address.website.org</a>&gt;.</p> <p><u>Mars Landing</u>. 3 Nov. 1999. <u>NASA</u>. 4 Oct. 2002. &lt;<a href="http://www.nasa.org">http://www.nasa.org</a>&gt;.</p>

	Van Gogh, Vincent. <u>Iris</u> . 1889. Getty Museum. 20 July 2003. < <a href="http://www.getty.edu/art/collections/objects/o947.html">http://www.getty.edu/art/collections/objects/o947.html</a> >.
<b>Online:</b> sound	Creator (if available). "Description or Title of Sound." Date of Sound. <u>Title of Larger Site</u> . Associated Organization or Institution. Date of access. < <a href="http://address.website.org">http://address.website.org</a> >.  "Weekly Saturday Radio Address." 25 Oct. 1998. <u>Whitehouse Briefing Room</u> . 23 Oct. 2003. < <a href="http://www.whitehouse.gov/WH/html/briefroom.html">http://www.whitehouse.gov/WH/html/briefroom.html</a> >.  "Conversation 9326 with Defense Secretary Robert McNamara." 20 Dec. 1965. <u>LBJ Whitehouse Tapes Archives</u> . C-SPAN. 20 May 2004. < <a href="http://www.c-span.org/lbj/">http://www.c-span.org/lbj/</a> >.
<b>Online:</b> video clip	Director (if available). <u>Description or Title of Video Clip</u> . Date of clip. <u>Title of Larger Work or Site</u> . Date of download. < <a href="http://address.website.org">http://address.website.org</a> >.  <u>Hindenburg Broadcast</u> . 6 May 1937. <u>Encarta Online Deluxe</u> . 4 Nov. 2000. < <a href="http://encarta.msn.com/">http://encarta.msn.com/</a> >.
<b>Online:</b> television or radio program	Silberner, Joanne. "Food Labels." <u>All Things Considered</u> . 11 July 2003. National Public Radio. 12 Aug. 2004. < <a href="http://discover.npr.org/features/feature.jhtml?wfld=1331099">http://discover.npr.org/features/feature.jhtml?wfld=1331099</a> >.

**Source:** Style information based on: Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: Modern Language Association, 2003 and Valenza, Joyce Kasman. "MLA Bibliographic Style: A Brief Guide."

## Plagiarism

Plagiarism is the act of presenting words, images, or the creative expression of others as your own without properly crediting the source (Valenza). Simply put, it is stealing a person's ideas or writing. It is a serious issue that can result in a zero on your paper. It can be avoided with proper citation of sources by using in-text citations and creating a works cited.

## Useful Websites

[www.easybib.com](http://www.easybib.com) – instantly creates a works cited page

[www.owl.english.purdue.edu](http://www.owl.english.purdue.edu) – information on MLA style and citing sources

[www.dictionary.com](http://www.dictionary.com) – definitions and synonyms; proper spelling