

## Woodland Christian High School

### Citation Style Sheet

In order to pursue good scholarship and avoid plagiarism, it is necessary to document the sources of your information. Individual teachers may have particular preferences for styles of citation, but there is a general expected format in most classes at WCHS.

#### Citation

A variety of documentation styles exist depending on the area of study you are pursuing. However, for the sake of simplicity, papers submitted at WCHS should all be documented in Modern Languages Association (MLA) style, unless otherwise requested by a specific teacher. Internet-based bibliography creation tools (such as [easybib.com](http://easybib.com)) make it simple to enter your content into fields and then the citation is generated automatically.

One specific distinction in your documentation is between a **bibliography** and a **works cited** page. A **bibliography** lists alphabetically all sources used in the process of researching and writing a paper, even if they are only used as background reading and not directly quoted. Bibliographies are single-spaced, with an empty line between entries. The first line of each source is flush with the margin, but subsequent lines of that entry are indented five spaces. A **works cited** page, however, lists alphabetically only sources from which you have taken material directly for use as evidence in your paper.

Parenthetical citation is the preferred MLA method for identifying the source of your quotation. Following a quoted section of text, close the quotation marks, put the author and page number in parentheses, then place the appropriate punctuation. For example, if quoting from *The Chrysalids* by John Wyndham:

David begins to question what he has always been taught because “A blasphemy was, as had been impressed upon me often enough, a frightful thing. Yet there was nothing frightful about Sophie” (Wyndham 14).

The works cited page at the end of this paper would include the following entry:

Wyndham, John. *The Chrysalids*. New York: Penguin Books, Limited, 1969.

For parenthetical citation of an Internet source, put only the name of the author in brackets. If there is no name attributed to the page, use the title of the page instead. In either case, make sure that a full citation of the webpage appears on your works cited page, and later in your bibliography.

#### Format

Unless requested by the instructor, student submissions are not to have a separate title page. Instead, put the following information in five lines at the top left-hand corner of page one: Your name, course, instructor, school name, and date.

All papers are to be typed with standard one-inch margins, double spaced, 12 point font size, and either Arial or Times New Roman font.