

# Sutter Middle School Style Guide



<b>Table of Contents</b>	
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The Cougar Heading.....	2
Correct MLA Format.....	3
Writing Guidelines.....	5
Three Kinds of Writing.....	6
The Writing Process.....	7
Writing a Paragraph.....	8
Citations.....	9

# Cougar Heading

Every paper that you submit must have a heading. Below you will find an example of a heading with all of its parts numbered. Your heading should have all of the following:

- 1 Write your full name.
- 2 Write your teacher's name.
- 3 Write the class and period.
- 4 Write the assignment date. First write the day, then the month, and then the year. You don't need any commas when you write the date like this.
- 5 Documents must have a title. Center the title on the next line. Do not use any special formatting (no quotes or underlining).

1 Ima Kidd

2 Mr. Teacher

3 English 7—Period 1

4 15 August 2011

5 Heading Practice

**Neatness Counts!**

Make sure that the binder holes are on the left side of the page before writing. This is the front side.

**Neatness Counts!**

If you use a notebook with perforated edges, then carefully remove the paper from its perforated edge. Don't leave the fuzzies attached!

**Neatness Counts!**

If you use a three-ring binder, then carefully take the paper out of your binder. Don't tear the holes!

Ima Kidd

Ms. Teacher

English 7—Period 1

15 August 2011

### Correct MLA Format for Typed Papers

Every paper you write at Sutter Middle School should follow the Modern Language Association (MLA) format. This document has been formatted using the MLA guidelines. The purpose, the goal, for using the MLA format is to help you present a clear, consistent, and professional paper every time you write. Every paper you submit should adhere to the following guidelines.

The heading is typed (double-spaced) in the upper-left-hand corner of your document. It should contain your full name, your teacher's name, the class and period, and the assignment date (written day, month, and year). The title of the document is centered on the next line, and has no special formatting (no bolded, underlined, or italicized words). Your last name and page number should appear in the upper-right-hand corner of every page.

The entire document is double-spaced. Most word processing programs can be set to double space automatically. Notice that the margins on all sides of this document are set at 1" (also a feature on most word processing programs). Every paragraph is indented; simply hit the "Tab" button once. There should be no extra spaces between paragraphs. In the upper-right-hand corner of each page should be the page number. Most word processing programs will allow you to insert the page numbers automatically. Please print on only one side of the paper. Use only the Times New Roman font (size 12). And finally, your work should be submitted on plain, white paper (8 ½" x 11") and in black ink only.

Ima Kidd

Kidd 1

Mr. Teacher

English 7—Period 1

15 August 2011

Correct MLA Format for Written Papers

Every paper you write at Sutter Middle School should follow the Modern Language Association (MLA) format. The purpose, the goal, for using the MLA format is to help you present a clear, consistent, and professional paper every time you write. Every paper you submit should adhere to the following guidelines.

The heading is written in the upper-left-hand corner of your document. It should contain your full name, your teacher's name, the class and period, and the assignment date (written day, month, and year). The title of the document is centered on the next line, and has no special formatting (not written in quotes or underlined). Your last name and page number should appear in the upper-right-hand corner of every page.

Write on every line of the paper unless your teacher gives you special instructions. Your writing should begin at the left margin (the red line on the left of the page), and you should write until you pass the right margin. Every paragraph is indented a 1/2" (about 5 letters long). There should be no extra spaces between paragraphs. In the upper-right-hand corner of each page should be the page number.

Please write on only one side of the paper. Ask your teacher if you should print or use cursive. You should use only blue or black ink. You may use a pencil only if your Teacher gives you special instructions.

## Formal Writing Guidelines

Required format for formal essay/report writing:

- Typed in 12 point font, Times New Roman, or handwritten in blue or black ink.
- One inch margins
- Double spaced
- Heading
- Work Cited pages (not required for 6th grade)

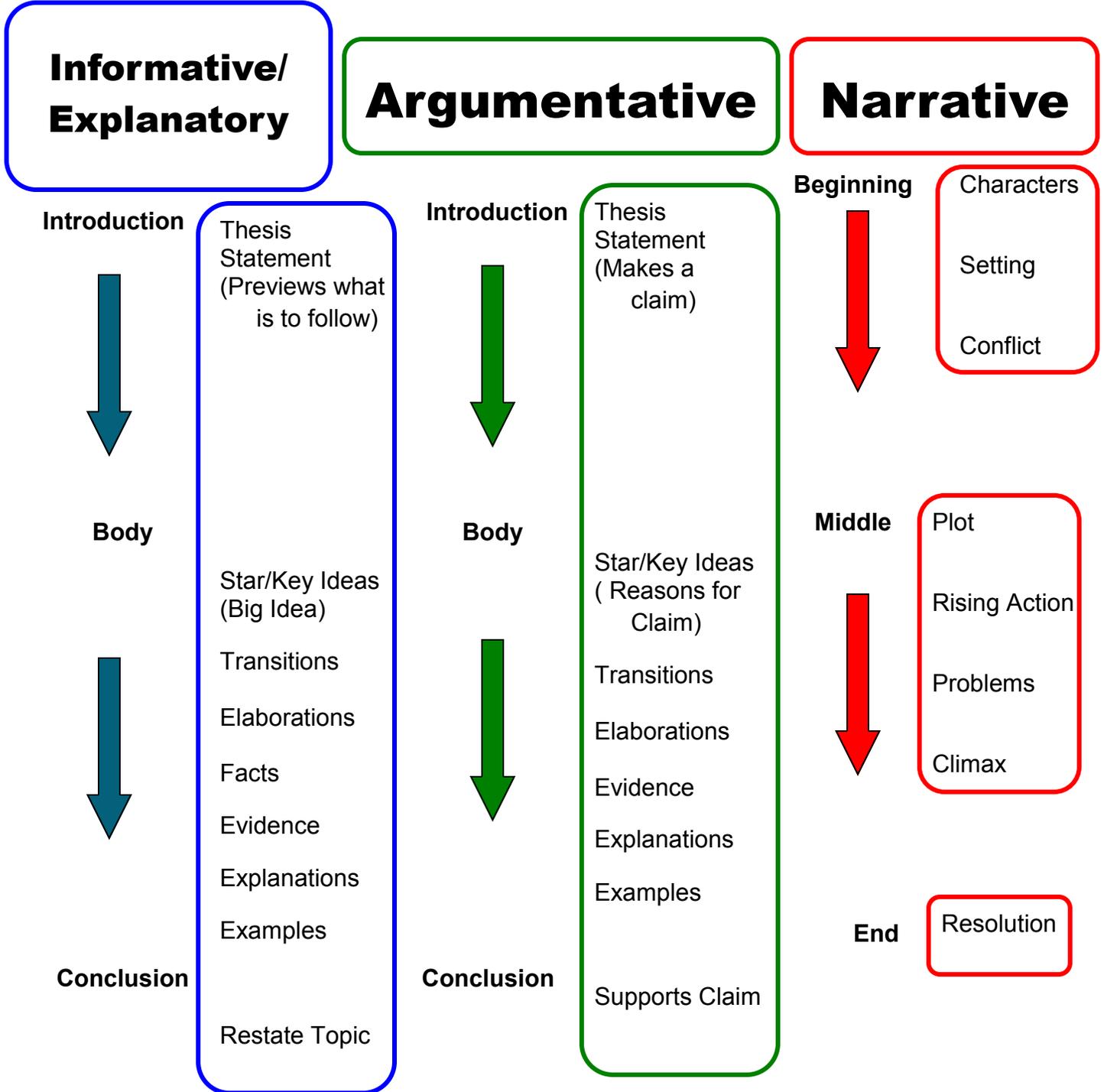
Always:

- Proofread, edit carefully, and look up words you do not know how to spell.
- Indent paragraphs
- Start each sentence with a capital letter and end it with a period, question mark, or exclamation point.
- Capitalize proper nouns and the beginning of a quote.
- Check that each sentence has a subject, verb, and expresses a complete thought.
- When listing three or more objects, use commas.  
*My favorite colors are green, blue, and lavender.*
- When writing about yourself and others, always list yourself last.  
*Robert and I will attend.*  
*Please give my best friend and me some water.*
- Spell out numbers (1, 2, 3) and ordinals (1st, 2nd, 3rd) if they are less than 10.  
*Example: one, two, three, first, second, third*

Never:

- Start a sentence with words well, so, and but.
- Use slang, street terms, or contractions in formal writing.  
*I'm gonna go get stuff cause we gotta have it.*
- Use phrases such as:  
*"This essay is about...."*  
*"I'm going to tell you about...."*  
*"I hope you like reading about...."*

# Three Kinds of Writing



# The Writing Process

1. Pre-write

2. Plan

3. Draft

4. Revise

5. Edit

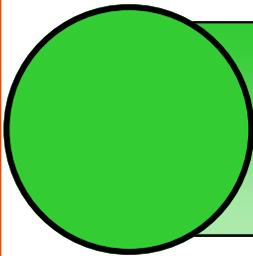
6. Write Final Copy

7. Proofread

8. Share and / or Publish

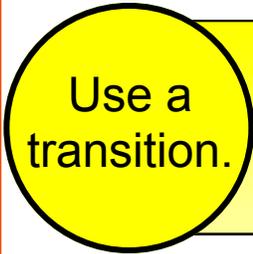
# Traffic Light Colors for Paragraphs

Use the colors of a traffic light to help you write a paragraph.



## Go!

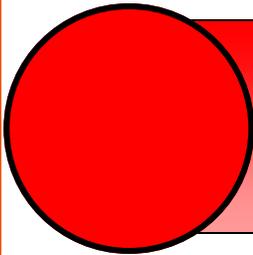
Write a topic sentence.



Use a transition.

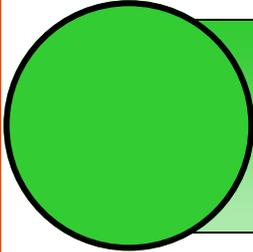
## Slow down!

Give a reason, detail, or a fact.



## Stop!

Explain. Give an example.



## Go back!

Remind your reader of your topic.

### Writing a Paragraph

The three colors of the traffic light help me remember how to write a simple paragraph. **First, I use green to get me going.** My topic sentence is green; it tells the reader what I am going to prove, explain, describe, or share. **Next, yellow reminds me to slow down and support my topic with good reasons, interesting facts, or well-described details.** I introduce my reasons, details, or facts with transitions. **Finally, I see red and it reminds me to stop.** Red examples, explanations, evidence, and events bring my paragraph to life. My conclusion, of course, is green because I go back to my topic and use my last sentence to remind the reader of the topic.

## In-text Citations

When you write you will often use quotations and paraphrases from something you have read. You must give credit to the original author by citing your sources. At the end of your essay or report, you must also list your sources on a Works Cited page.

An in-text citation should follow these guidelines.

The author's last name and the page number from which you took the quote must appear in the text of your writing.

The author's last name can be in the sentence itself or in the parentheses with the page number. The page number is always in parentheses.

Begin your sentence, "add your quotation" (author's last name ###).

### Examples:

#### *One Author*

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

--or--

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

#### *Two or Three Authors*

Frontier justice often took the form of "public beatings and hangings" (Jones, Nguyen, and Taylor 5)

--or--

According to Jones, Nguyen, and Taylor, frontier justice often took the form of "public beatings and hangings" (5).

#### *Four or More Authors*

The first recorded use of firearms in warfare "occurred on the bloody fields of Chinese battlegrounds" (Sung et al. 344)

--or--

Sung et al. maintain that the first recorded use of firearms in warfare "occurred on the bloody fields of Chinese battlegrounds" (344).

#### *No Author Given*

The first example of verbal irony in the story appears when the narrator says, "When I am done explaining, you will not say that I am mad" ("Characters in History" 77).

## Documenting Sources

Generally, documenting a source involves listing the author, title, publisher, and date of publication. The following are a few examples of how you organize this information when citing different types of sources:

### Books

A book citation should follow these guidelines (pay close attention to punctuation and the use of italics).

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

### Examples:

#### *One Author*

Beyer, Mark. *Space Exploration*. New York: Children's Press, 2002. Print.

#### *Two Authors*

Taylor, Barbara and Peter Millard. *Water and Life*. London: Franklin Watts, 1991. Print.

#### *Four or More Authors*

Quirk, Ranjdolf, et. al. *A Comprehensive Grammar of the English Language*. London: Longman, 1985. Print.

#### *Editor as Author*

Parker, Sybil P., ed. *McGraw-Hill Dictionary of Astronomy*. New York: McGraw-Hill, 1997. Print.

#### *No Author Given*

*Science Explained: The World of Science in Everyday Life*. New York: Holt, 1993. Print.

## Articles

### *Magazine or Newspaper Article*

A magazine or newspaper article citation should follow these guidelines (pay close attention to punctuation and the use of italics).

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

### **Examples:**

Folger, Tim. "Nailing Down Gravity: New Ideas About the Most Mysterious Power in the Universe." *Discover* 24 October 2003: 34-40. Print.

Moffett, Nancy. "Museum Looks Under the Hood." *Chicago Sun Times* 23 May 2003: B14. Print.

### *Encyclopedia or Dictionary Article*

An encyclopedia or dictionary article citation should follow these guidelines (pay close attention to punctuation and the use of italics).

"Title of Article." *Title of Reference Book*. Edition of Book. Year of Publication. Medium of Publication.

### **Examples:**

"2001: A Space Reality." *World Book's Year in Review: 2000*. 2001. Print.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

## Interview

### *Personal Interview*

A personal interview is one which you conduct yourself. An interview citation should follow these guidelines (pay close attention to punctuation and the use of italics).

Name of Interviewee. Personal interview. Date of Interview.

### **Example:**

Harmon, Roland. Personal interview. 30 Mar 2003.

### *Published Interview*

A published interview is one which was conducted by someone else and then published in print or in an electronic source. An interview citation should follow these guidelines (pay close attention to punctuation and the use of italics).

#### **If from a print source:**

Name of Interviewee. "Title of Interview (if available)." *Title of Source*. By Author. Place of Publication: Publisher, Year of Publication.

#### **If from an electronic source:**

Name of Interviewee. "Title of Interview (if available)." *Title of Website*. Version Number. Date of Access.

### **Example:**

Amis, Kingsley. "Mimic and Moralists." Interviews with Britain's Angry Young Men. By Dale Salwak. San Bernadino, CA: Borgo, 1984.

## Electronic Sources

An electronic source citation should follow these guidelines (pay close attention to punctuation and the use of italics). NOTE: Every electronic source is different; you may not be able to find all of this information for every source.

Author. "Title of Article." *Title of Website*. Version Number. Date of Access.

### Examples:

Brian, Marshall. "How Refrigerators Work." *howstuffworks.com*. 12 Apr. 2011

"Crab." Encyclopedia Britannica. 2004. *Encyclopedia Britannica Online*. 15 Feb. 2004.

**NOTE:** You don't have to write down the URL of a web source unless your teacher gives you special instructions. If you are required to do so, then put the URL in angle brackets.

### Example:

Brian, Marshall. "How Refrigerators Work." *howstuffworks.com*. 12 Apr. 2011<<http://home.howstuffworks.com/refrigerator.htm>>

## Recorded Films

A recorded film citation should follow these guidelines (pay close attention to punctuation and the use of italics).

*Title*. Name of Director. Distributor, Release Year. Medium of Publication.

### Example:

*Ed Wood*. Dir. Tim Burton. Touchstone, 1994. DVD.

## Works Cited Page

You must list all of the sources you cited in your essay on a separate Works Cited page. A Works Cited page has the following format:

- 1 Just like the rest of your essay, the page should have 1" margins all around and should be double spaced.
- 2 Center the words Works Cited at the top of the page. Do not use any special formatting (like quotation marks or bolded words).
- 3 List all of your sources alphabetically by the first letter of the entry. Do not separate them by type (for example, book citations, interview citations, and magazine citations do not affect the order of the works cited).
- 4 All citations should begin at the left margin. If a citation is longer than one line, then indent every line after the first.

### Example:

10

2  
Works Cited

3 Beyer, Mark. *Space Exploration*. New York: Children's Press, 2002. Print.

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"Crab." Encyclopedia Britannica. 2004. *Encyclopedia Britannica Online*. 15 Feb. 2004.

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4 Universe." *Discover* 24 October 2003: 34-40.

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