Bermudian Springs High School

OFFICIAL 2011-202

RESEARCH

MANUAL

Homeroom #_

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MLA Research Paper Formatting and Style Guide

The Bermudian Springs School District's MLA Research Packet follows the Purdue Online Writing Lab. (http://owl.english.purdue.edu/)

The MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities departments. Writers who use the MLA also build their credibility by demonstrating accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism, which is the purposeful or accidental un-credited use of source material by other writers.

Follow these Directions to Format your Paper

Double-space your entire paper.

Use white, 81/2 by 11 inch paper only.

Use Tacoma, Time New Roman, or any other teacher approved font.

Use size 12 font for the entire paper.

Leave one space after all periods and all other punctuation marks.

Indent the first line of each paragraph one-half inch from the left margin.

Create a header. In the upper right hand corner, type your last name (capitalize the first letter only) followed by a space, and then number each page consecutively. (If using Word 2007, Click on the insert tab. Click on page number tab; select "top of page," and select choice number 3.)

Create a heading on the first page of your paper. In the upper left corner, of only the first page, list your first and last name, your instructor's name, the course title, and the date. Use no title page.

Double space down from the heading and center the title of your paper. (Do not underline, italicize, or place your title in quotation marks or in all capital letters.)

Set the margins of your paper to one inch on all sides.

Secure with a paper click or staple in the upper left corner. (Instructor's preference)

Evaluating Web Sources

Authorship

Is there an author? You may need to do some clicking and scrolling to find the author's name. If you are on an internal page of a site you may need to go to the home page or click on an "about this site" link to learn the name of the author.

If there is an author, can you tell whether he or she is knowledgeable and credible? When the author's qualifications aren't listed on the site itself, look for links to the author's home page, which may provide evidence of his or her expertise.

Sponsorship

Who, if anyone, sponsors the site? The sponsor of a site is often named and described on the home page.

What does the URL ending tell you? The URL often specifics the type of group hosting the site (commercial - .com, education - .edu, nonprofit - .org, government - .gov, military - .mil, network - .net) URLs may also indicate a country of origin. (United Kingdom - .uk, Japan - .jp, United States - .us)

Purpose and Audience

Why was the site created? Does is argue a position? Does it sell a product? Does it inform readers?

Who is the site's intended audience? If you do not fit the audience profile, is the information on the site relevant to your topic?

Currency

How current is the site? Check for the date of publication or the latest update.

How current are the site's links? If many of the links no longer work, the site may be too dated for your purposes.

Importance

If the site is missing information, you will have difficulty completing in-text citations and the needed works cited information.

If the sponsorship and the authorship of a site are both unclear, do not use the site for your research.

Basic Rules for In-text Citations

Information presented in a research paper requires documentation by using in-text citations.

Use In-text Citations

after a direct quotation. after paraphrased information. after providing statistics.

When a Citation is Not Needed

You do not need to give in-text citations for familiar proverbs, well-known quotes, or common knowledge.

What is a signal phrase?

A signal phrase indicates that something taken from a source is about to be used. Usually the signal phrase includes that author's name.

The in-text citation includes page number(s).

(example)

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (264).

General Guidelines

Any source information that you use within your text must correspond to the source information on the Works Cited page. Whatever signal word or phrase you provide to your readers within your text, it must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited list of sources at the end of your paper.

Citing Short Quotations

To indicate short quotations (fewer than four typed lines of prose, verse, or poetry) in your text, enclose the quotation within quotation marks. Provide the author and specific page numbers or line numbers in parentheses with no comma between them. Place the in-text citation at the end of the sentence in which the borrowed material was used.

Punctuation marks such as periods, commas, and semicolons should appear after the citation. Question marks and exclamation points should appear within the quotation marks if they are part of the quote but after if they are part of your text.

(examples)

Joan James said, "what should we believe about dreams?" (45)

Is it possible that dreams may express "profound aspects of personality" (Forbes 423)?

Citing for an Author

The author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text within the sentence using a signal phrase at the end of the sentence which the borrowed material is used.

(examples)

According to an expert, "nighttime dreams express profound aspects of one's personality" (Smith 85).

Citing for an Unknown Author

If the author is unknown, use the complete title (if short) or use a shortened form of the title in quotation marks inside parentheses. If the only given title is a long work (such as a book title, television show, CD title, etc.) use italics.

(example)

As of 2001, at least three hundred towns and municipalities had considered legislation regulating use of cell phones while driving ("Lawmakers in Touch" 2).

Citing with Unknown Page Numbers

You may omit the page number if a work lacks page numbers, as is the case with many web sites.

(examples)

The California Highway Patrol opposes restrictions on the use of phones while driving, claiming that distracted drivers can already be prosecuted (Jacobs).

According to Sally Smith in her letter to Congress, "Stop Drivers from Texting," she believes that the United States should outlaw driving while texting.

Citing Long Quotations

For quotations that extend to more than four lines of prose, verse, or poetry, place quotations in a free-standing block of text and omit the quotation marks. Start the quotation on a new line and indent the entire quote one inch from the left margin, maintaining double spacing. Your citation comes after the closing punctuation mark.

(example)

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout the story:

They entirely refuse 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. (Bronte 78)

Citing Indirect Sources

An indirect source is a source cited in another source. For such indirect quotations, use "qtd. in" to indicate the source you actually consulted.

(example)

Theo Jones argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weismer 49).

Citing for Verse

For a verse in a play, list the act, scene, and line numbers, separated by periods. Use Arabic numerals unless your instructor prefers roman numerals. Indicate line separation by using a slash.

(example)

In his famous advice to the players, Hamlet defines the purpose of theater, "whose end/ both at the first and now/ was and is to hold . . . up to nature" (3.2.21-23).

Citing Short Poetry

In the signal phrase use the name of the poem and/or author's name. The in-text citation includes the line numbers quoted.

(example)

Teenage anxiety is especially evident in the first two lines of Theresa Hossfeld's poem, "Escape," when she comments, "I look inside me and I don't see it/ I don't see the power" (1-2).

Citing for Omitting Words or Lines in Quotations and Poetry

If you add a word or words in a direct quotation, you should put brackets around the words to indicate that they are not part of the original text.

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (. . .) preceded and followed by a space.

(examples)

Jan Higgins state, "some individuals [who retell urban legends] make a point" (78).

In an essay on urban legends, Jan Higgins notes that "some individuals make a point of learning every recent tale . . . or details occur" (34).

When omitting words from poetry quotations, use a standard three-period ellipsis; however, when omitting one or more full lines of poetry, space several periods to about the length of a complete line in the poem.

MLA Works Cited Page: Basic Format Instructions

Begin your Works Cited page on a separate page at the end of your research paper.

It should have the same one-inch margins and last name, page number header as the rest of your paper.

Label the page Works Cited. (Do not italicize the words Works Cited or put them in quotation marks.) Center those words at the top of the page.

Double space all entries. Do not put extra spaces between entries.

Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.

For every entry, you must determine the Medium of Publication. (Print, Web, DVD, etc.)

Writers are no longer required to provide URLs for Internet entries. However, if your instructor insists on them, include them in angle brackets (< >)after the entry and end with a period. Break long URLs only at slashes.

Capitalize each word in the title of articles, books, etc. but do not capitalize articles (a, an, the), prepositions, or conjunctions unless one is the first word of the title or subtitle.

Use italics for titles of longer works (books, magazines, etc.) and quotations marks for titles of shorter works (poems, articles, etc.)

Entries are listed alphabetically by the author's last name. (The first entry in each.) If no author is given, alphabetize by title.

If you cite more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

(example)

Burke, Kenneth. A Grammar of Motives.

---. A Rhetoric of Motives.

Alphabetize works with no known author by their title. Use a shortened version of the title in the parenthetical citations in your paper.

(example)

Interesting Postcards.

Basic Format for a Book

One Author

Last name, first name. *Book Title.* City of Publication: Publishing Company, Year of Publication. Medium of Publication.

(examples)

Tan, Amy. *The Bonesetter's Daughter*. New York: Putnam, 2001. Print.

Two or Three Authors

Tan, Amy, and William Tell. *The Bonesetter's Daughter*. New York: Putnam, 2001.

Print.

Notice the second author's first name is FIRST

Tan, Amy, William Tell, and Phyllis Wheatley. *The Bonesetter's Daughter*. New York: Putnam, 2001. Print.

Four or more Authors.

(example)

Tan, Amy, et al. *The Bonesetter's Daughter*. New York: Putnam, 2001. Print.

Book with Editor

Last name, first name, Ed. *Book Title*. City of Publication: Publishing Company, Year of Publication. Medium of Publication.

(example)

Craig, Patricia, Ed. *The Oxford Book of Travel Stories*. Oxford: Oxford UP, 1996. Print.

Book with a Corporate Author

Corporate Author. *Book Title*. City of Publication: Publishing Co., Year of Publication.

Medium of Publication.

(example)

American Heart Association. *Low-Salt Cookbook*. New York: Clarkson Potter, 2006.

Print.

Work in an Anthology

Last name, first name (of author of selection). "Title of the Selection." *Anthology Title.*Ed. (editor's name to follow Ed.) City of Publication: Publishing Company, Year of Publication. Pages on which the selection appears. Medium of Publication.

(example)

Desai, Anita. "Scholar and Gypsy." *The Oxford Book of Travel Stories*. Ed. Patricia Craig. Oxford: Oxford UP, 1996. 251-73. Print.

Book with more than one Volume

Last name, first name. *Book Title*. Total number of Volumes (vols). City of Publication: Publishing Co., Year of Publication. Medium of Publication.

(example)

Conway, Jill Ker, ed. Written by Herself. 2 vols. New York: Random, 1996. Print.

Book in a Series

Before the publication information, cite the series name as it appears on the title page, followed by the series number, if any.

Author last name, first name. *Book Title*. Name of Series. Series Number. City of Publication: Publishing Company, Year of Publication. Page numbers used. Medium of Publication.

(example)

Malena, Anne. *The Dynamics of Identity in Francophone Caribbean Narrative.*Francophone Cultures and Literature Series. 24. New York: Lang, 1998. Print.

Encyclopedia or Dictionary Entry

Last name, first name of the author of the entry. "Title of the Entry." *Reference Book Title*. Edition number. Edition Date. Medium of Publication.

(examples)

Posner, Rebecca. "Romance Languages." *The New Encyclopaedia Britannica:*Macropaedia. 15th ed. 1987. Print.

"Sonata." The American Heritage Dictionary of the English Language. 4th ed. 2000.

Print.

Volume and page numbers are not necessary because the entries in the source are arranged alphabetically and therefore are easy to locate.

Sacred Text

Text Title and Version. City of Publication: Publishing Co., Year of Publication.

Medium of Publication.

(example)

The New Jerusalem Bible. Wheaton: Tyndale, 1996. Print.

Foreword, Introduction, Preface, or Afterword

Last name, first name. Title of Part being Cited. Part of the Book. *Book Title*.

By (Author of book). City of Publication: Publishing Co., Year of Publication.

Page numbers used. Medium of Publication.

(example)

Ozick, Cynthia. "Portrait of the Essay as a Warm Body." Introduction. *The Best American Essays 1998.* Ed. Ozick. Boston: Houghton, 1998. xv-xxi. Print.

Pamphlet

Cite a pamphlet as you would a book.

(example)

Commonwealth of Massachusetts. Dept. of Jury Commissioner. *A Few Facts about Jury Duty.* Boston: Commonwealth of Massachusetts, 1997. Print.

Basic format for Periodicals

Article in a Magazine

Last name, first name. "Title of Article." *Title of Magazine*. Publication Date: Page #.

Medium of Publication.

** If the magazine is published monthly, use the month and the year.**

(examples)

Kaplan, Robert. "History Moving North." *Atlantic Monthly*. Feb. 1997: 21+. Print.

**If the magazine is issued weekly, give the exact date."

Lord, Lewis. "There's Something about Mary Todd." *U.S. News and World Report.* 19 Feb. 2001: 53. Print.

Article in a Journal

Last name, first name. "Title of Article." *Title of Journal*. Volume #: (Issue Date):

Page #. Medium of Publication.

(example)

Wood, Michael. "Broken Dates: Fiction and the Century." *Kenyon Review.* 22.3 (2000): 50-64. Print.

Editorial in a Newspaper

Cite an editorial as you would any article in a periodical, adding the word "Editorial" after the title.

Last name, first name. "Title of Article." Editorial. *Title of Newspaper*. Date of Publication: Page #. Medium of Publication.

(example)

Smith, Harold. "All Wet." Editorial. Boston Globe. 12 Feb. 2001: 14. Print.

Article in a Daily Newspaper

Last name, first name. "Title of Article." Title of Newspaper. Date of Publication,

Edition (if listed): Page #. Medium of Publication.

Use a plus sign (+) after the page number if the article does not appear on consecutive pages.

(example)

Murphy, Sean P. "Decisions on Status of Tribes Draw Fire." *Boston Globe.* 27 Mar. 2001, final edition: A2+. Print.

If the section is marked with a number rather than a letter, handle the entry as follows:

(example)

Wilford, John Noble. "In a Golden Age of Discovery, Faraway Worlds Beckon." *New York Times.* 9 Feb. 1997, late ed., sec. 1: 1+. Print.

Letter to the Editor

Name the writer, followed by the word "Letter" and the publication information for the periodical in which the letter appears.

Last name, first name of writer. Letter. Title of Newspaper. Date of Publication:

Page #. Medium of Publication.

(example)

Shrewsbury, Toni. Letter. Atlanta Journal-Constitution. 17 Feb. 2001: A13. Print.

Book or Film Review

Name the reviewer and the title of the review, if any, followed by the words "Rev. of" and the title and author or director of the work reviewed. Add the publication information for the publication in which the review appears.

Last name, first name of reviewer. "Title of Article." Rev. of *Title of work being**Reviewed*, by Author or Director. *Title of Publication.* Date of Publication:

Page #. Medium of Publication.

(examples)

Gleick, Elizabeth. "The Burdens of Genius." Rev. of *The Last Samurai*, by Helen DeWitt. *Time* . 4 Dec. 2000: 171. Print.

Denby, David. "On the Battlefield." Rev. of *The Hurricane*, Dir. Norman Jewison. *New Yorker*. 10 Jan. 2000: 90-92. Print.

Basic Format for Websites

Website with an Author

Last name, first name. *Title of Site*. Name of Sponsoring Organization (if given).

Date of posting or last update. Medium of Publication. Date of access.

(example)

Peterson, Susan. *The Life of Martin Luther*. The Martin Luther Society. 2000. Web. 9 March 2004.

Website with a Corporate Author

Corporate Author. *Title of Site*. Name of Sponsoring Organization. Date of Posting or last Update. Medium of Publication. Date of Access.

(example)

Environmental Protection Agency. *Values and Functions of Wetlands.* 25 May 1999. Web. 24 Mar. 2001.

Website with an Unknown Author

Title of Site. Name of Sponsoring Organization. Date of posting or last update. Medium of Publication. Date of Access.

(example)

Margaret Sanger Papers Project. History Dept. 18 Oct. 2000. Web. 3 Apr. 2001.

Website with No Title

Last name, first name. Home Page. Editor's name. Date of Posting or Last Update.

Name of Sponsoring Organization. Medium of Publication. Date of Access.

(example)

Block, Mary Elaine. Home page. 5 Mar. 2001. Web. 12 Apr. 2001.

Website with an Editor

Title of Site. Editor's name. Name of Sponsoring Organization. Date of Posting or last Update. Medium of Publication. Date of Access.

(example)

Exploring Ancient World Cultures. Ed. Anthony F. Beavers. 1997. University of Evansville. Web. 12 Mar. 2010.

Short Work from a Website (ex. Articles, Poems, etc.)

Last name, first name. "Title of Short Work." *Title of Site*. Name of Sponsoring

Organization, Date of Posting of Last Update. Medium of Publication. Date of

Access.

(example)

Shiva, Vanessa. "Bioethics: A Third World Issue." *NativeWeb*. World Science, 12 Jul. 2009. Web. 11 Apr. 2010.

Online Books

Last name, first name of author. *Title of Book*. City of Publication: Publishing

Company, Date of Publication. Page #. Medium of Publication. Date of Access.

(example)

Rawlins, Gregory J. E. *Moths to the Flame*. Cambridge: MIT, 1996. 20-31. Web. 3 Apr. 2001.

Online Periodicals

When citing online articles, follow the guidelines for printed articles giving whatever information is available in the online source. End the citation with your date of access.

NOTE: In some online articles, paragraphs are numbered. For such articles, include the total number of paragraphs in your citation, as in the next example.

Online Scholarly Journals

(example)

Belau, Linda. "Trauma and the Material Signifier." *Postmodern Culture.* 11.2 (2001): 37 Web. 30 Mar. 2001.

Online Magazines

(example)

Morgan, Fiona. "Banning the Bullies." Salon.com. 15 (2001): Web. 2 Apr. 2001.

Online Newspapers

(example)

Whillon, Phil. "Ready or Not." Los Angeles Times. 2 (2001): Web. 3 Dec. 2010.

Basic Format for Online Databases

Last name, first name. "Title of Article." *Title of Publication*. Publication Date:

Page #. Name of Database. Medium of Publication. Date of Access.

Gale (Global Issues in Context)

Rampell, Catherine. "How Old Is Old Enough?" *New York Times.* 15 Nov. 2009: 5-9. *Global Issues In Context*. Web. 10 Sept. 2010.

EBSCO (MasterFILE Premier Student Research Center, Biography Reference Center)

Allison, Graham. "Nuclear Deterrence in the Age of Nuclear Terrorism." *Technology**Review 111.6 (2008): 68. *MasterFILE Premier*. EBSCO. Web. 10 Sept. 2010.

SIRS (Knowledge Source, Discoverer)

Okada, Katsuya, and Guido Westerwelle. "The Moral Challenge of a Nuclear-Free World." *Wall Street Journal.* 04 Sept. 2010: A.15. *SIRS Researcher.* Web. 10 Sept. 2010.

Rosen Teen Health and Wellness

Furgang, Kathy. "Terrorism." *Teen Health and Wellness*. Rosen. 2010: 12-15 Web. 10 Sept. 2010.

Email and Email Interviews

Writer's last name, first name. "Subject Line." Message to whom the email was sent.

Date of the Message. Medium of Publication.

(example)

O'Donnell, Patricia. "Re: Interview Questions." Message to Bob Jones. 15 Mar. 2001. Email.

Posting to an Online List, Forum, or Groups

Editor, screen name, author, or compiler name. "Posting Title." *Name of Site*. Name of Institution/organization affiliated with the site. Date of Site. Medium of Publication. Date of Access.

(example)

Salmar. "Best Strategy to Fencing Pastures." *BoardGameGeek*. Board Games. 29 Sept. 2010. Web. 7 Oct. 2010.

Work of Art

Artist last name, first name. *Title of Artwork*. Date of Work. Institution where work is located. City of Institution. Medium of Publication.

(example)

Constable, John. *Dedham Vale*. 1889. Museum of Modern Art. New York. 3 Feb. 2003. Print.

CD-ROM, LP, or Cassette

Put individual song titles in quotation marks. Album names are italicized. Provide the name of the recoding manufacturer followed by the publication date. List the appropriate medium at the end of the entry (CD, LP, Cassette).

(example)

Foo Fighters. "Happiness." In Your Honor. RCA, 2005. CD.

Map or Chart

Cite a map or chart as you would a book or a short work within a longer work. Add the word "Map" or "Chart" following the title.

(example)

Joseph, Lori, and Bob Laird. "Driving While Phoning Is Dangerous." Chart. *USA Today.*16 Feb. 2001: 1A.

Lecture or Public Address

Speaker's last name, first name. "Title of Lecture (if any)." Organization Sponsoring the Lecture, Location. Date of Lecture. Type of Presentation.

(example)

Cohran, Kelan. "Slavery and Astronomy." Adler Planetarium, Chicago. 21 Feb. 2001.

Guest Lecture.

Film or Video

Title of Film. Dir + Director's Name. Perf. + Lead Actors' Names (or narrator "Narr.").

Name of Distribution Company, Year of film's release. Medium of Publication.

(examples)

- *Chocolat.* Dir. Lasse Hallström. Perf. Juliette Binoche, Judi Dench, Alfred Molina, Lena Olin, and Johnny Depp. Miramax, 2001. DVD.
- "Live in 4A: Konstantin Soukhovetski." *Performance Today*. National Public Radio. 2 May 2002. Television.

Government Publication

Name of government. Name of the government agency. *Title of Publication*. City: Publication Information, Date of Publication. Medium of Publication.

(examples)

United States. National Council on Disability. *Promises to Keep: A Decade of Federal Enforcement of the Americans with Disabilities Act*. Washington: GPO, 2000.

Print.

For government documents published online, give as much publication information as is available and end your citation with the date of access.

United States. Dept. of Transportation. National Highway Traffic Safety Administration.

An Investigation of the Safety Implications of Wireless Communications in

Vehicles. Nov. 1999. Web. 20 May 2001.

Legal Source

For articles of the United States Constitution and laws in the United States Code, no works cited entry is required; instead, simply give an in-text citation.

For a legislative act, begin with the name of the act. Then provide the act's Public Law number, its date of enactment, and its Statutes at Large number.

(example)

Electronic Freedom of Information Act Amendments of 1996. Pub. L. 104-418. 2 Oct.

1996. Stat. 3048. Print.

For a Court Case, Name the first plaintiff and first defendant. Then give the Case Number, the Court Name, the Date of the Decision, and Medium of Publication. The Name of the case is not underlined.

(example)

Utah v. Evans. No. 01-714. Supreme Ct. of the US. 20 June 2002. Print.

Published Interview

Last name the person interviewed, first name. "Title of the Interview." By Name of the Interviewer. Give publication information for the work in which the interview was published. Medium of Publication.

(example)

Renoir, Jean. "Renoir at Home: Interview with Jean Renoir." By John Smith.

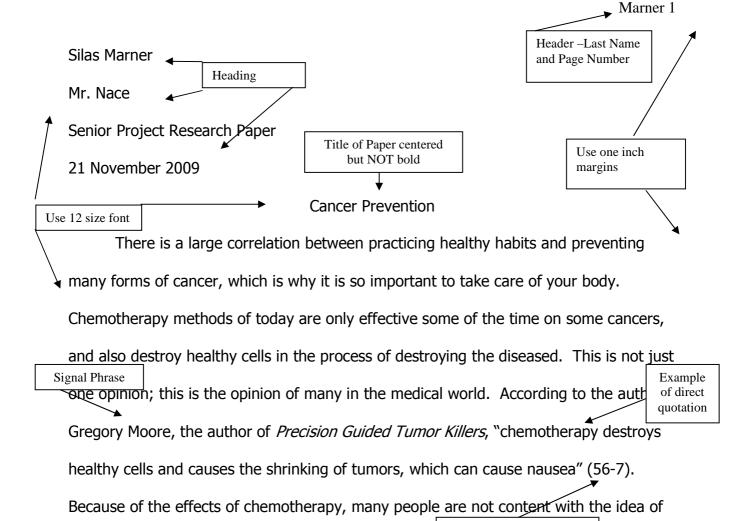
Film Quarterly 50.1 (1996): 2-8. Print.

Personal Interview

Begin with the name of the person you interviewed. Then write "Personal Interview," followed by the date of the interview.

(example)

Shaikh, Michael. Personal interview. 22 Mar. 2001.



Although chemotherapy treatments today seem grim, there is hope in the future. Future technologies may lead to better treatments. The main idea behind this process is to completely destroy any of the cancerous cells while leaving healthy cells alone to grow. Professors Robert Langer created a new way of working to kill these cancer cells. These scientists are working on a way to use very small spheres filled with the chemotherapy drugs that will be inserted into the patients in order to kill the cancerous cells (45-54).

Example of paraphrasing Information from a source

going through it; though many do not have a choice, it they nope to survive their

cancer.

Page numbers from source

Marner 2

Works Cited

Allison, Graham. "Nuclear Deterrence in the Age of Nuclear Terrorism." *Technology Review* 111.6 (2008): 68. *MasterFILE Premier*. EBSCO. Web. 10 Sept. 2010.

Bradbury, Ray. *Something Wicked This Way Comes*. New York: Harper Collins, 1997.

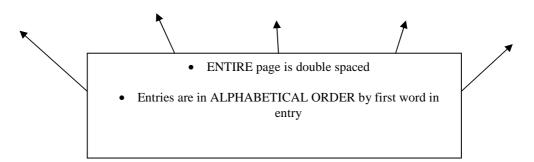
Print.

Carlisle, Gina, Ed. *Feminism: Opposing Viewpoints*. San Diego: Greenhaven Press, 2001.

Print.

Harold, Karen, and Marguerite Roza. "Leveling the Playing Field: Creating Funding Equity Through Student-Based Budgeting." *Phi Delta Kappan*. 2 Jul 2009: 114-19. Print.

Margaret Sanger Papers Project. History Department. 18 Oct. 2000. Web. 3 Apr. 2001.



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