

TCS Academic Misconduct and Plagiarism Policy and Handbook

Tabernacle Christian School expects all students to function according to the highest ethical and professional standards. Academic dishonesty and misconduct includes, but is not limited to, acts of abetting, plagiarism (**cheating**), and fabrication. Students are expected to honor the TCS Academic Code of Conduct as detailed below:

- ABETTING is **helping another student commit an act of academic dishonesty**. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.
- PLAGIARISM (**CHEATING**) means **claiming as your own** the ideas, words, data, computer programs, creative compositions, artwork, etc., **done by someone else**. Examples include improper citation of referenced works, the unapproved use of commercially available information, failure to cite sources, copying another person's ideas, or failure to put summaries and paraphrases in your own words with a corresponding citation.
- FABRICATION means presenting **falsified** data, citations, or quotations as genuine.

Violations of the TCS Academic Honor Code are punishable by a range of penalties. In order to prevent plagiarism, our school has adopted the following guidelines for any student who plagiarizes:

- If a student and their guardian(s) have any questions about what constitutes plagiarism, they are encouraged to check with their instructor before turning in a final assignment.
- After turning in a final report, research paper, term paper, book report etc... any plagiarism discovered will result in an **automatic grade of zero** on that assignment, followed by a conference with the student, their guardian(s), and the administration.
- Any subsequent plagiarism will result in additional zeroes on the assignments in question, suspensions, and or expulsion.

How Do I Know When to Give Credit?

In your writing, you must give credit whenever you use information that you found in a source, unless it is common knowledge (see below). **Always give your source for:**

Quotations (exact words)

Paraphrased information

Summarized information

Facts that are not common knowledge

Ideas put forth by others

Maps, charts, graphs, data, and other visual or statistical information

What Is Common Knowledge?

Common knowledge is information that is widely available. If you saw the same fact repeated in most of your sources, and if your reader is likely to already know this fact, it is probably common knowledge. For example, the fact that George Washington was the first President of the United States.

Accidental Plagiarism

Following these tips will help you avoid accidental plagiarism:

In your research, when you copy words from a source, put quotation marks around them so that you do not forget that they were not your own words.

When your notes include an idea, write in parentheses whether it is the source's idea or your own idea.

Check your final text against your notes. Make sure that you did not accidentally use wording or other content without giving credit for it.

Unacceptable paraphrasing and misuse of credits are the most common causes of accidental plagiarism. Here are examples of these problems and some solutions.

Original Source

By the fall of 1963, President John F. Kennedy and his political advisers were preparing for the next presidential campaign. Although he had not formally announced his candidacy, it was clear that President Kennedy was going to run and he seemed confident about his chances for re-election.—“November 22, 1963: Death of the President” JFKLibrary.org

Problem: Uncredited Quotation and Unacceptable Paraphrasing

President John F. Kennedy and his political advisers, by the fall of 1963, were getting ready for the next run for office to be president.

The writer has rearranged and changed a few words, but otherwise just copied the source without citing.

Correct Use of Source

Credited Quotation: According to *JFKLibrary.org*, “By the fall of 1963, President John F. Kennedy and his political advisers were preparing for the next presidential campaign” (“November 22, 1963: Death of the President”).

OR

Acceptable Paraphrase with Citation: Like many presidents nearing the end of their first term, in 1963 President Kennedy along with his staff was shifting his focus to re-election (“November 22, 1963: Death of the President”).

Important Tips to Remember

Remember! When words are taken from a source, they must be 1) copied exactly; 2) enclosed in quotation marks; and 3) followed by a credit.

Remember! An acceptable paraphrase changes both the sentence structure and the wording.

Remember! The writer must *either* copy the source exactly and use quotation marks, or paraphrase the source acceptably. Both options require source credits.

Remember! Credit your source immediately *after* you have used it.

Remember! *All* exact words from a source need to be enclosed in quotation marks. Using quotation marks in your research notes will help you remember where words came from.

MLA Formatting and Style Guide

Paper Format General Guidelines

Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.

Double-space the text of your paper, and use a legible font (e.g. Times New Roman). The font size should be 12 pt.

Leave only one space after periods or other punctuation marks.

Set the margins of your document to 1 inch on all sides.

Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.

Create a header that includes your last name and consecutive page number in the upper right-hand corner, one-half inch from the top and flush with the right margin.

Use italics throughout your essay for the titles of longer works.

Formatting the First Page of Your Paper

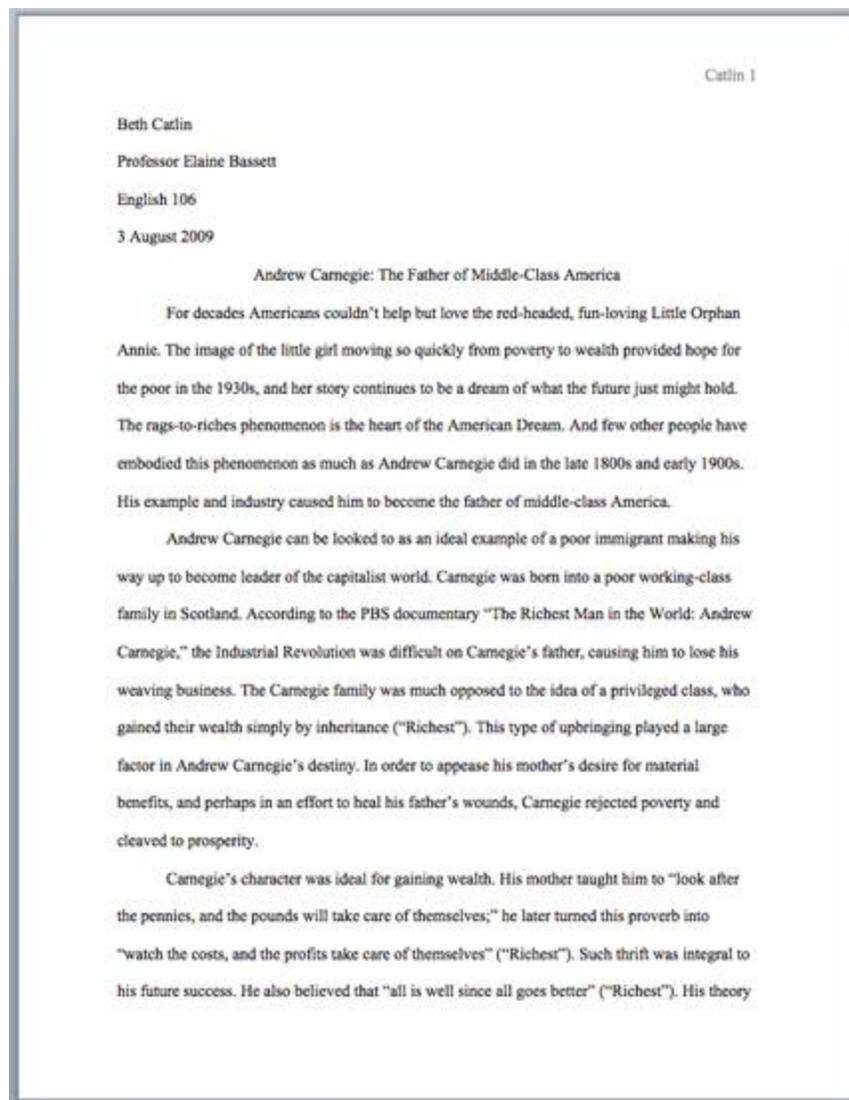
Do not make a title page for your paper unless specifically requested by your teacher.

In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text throughout your paper.

Center your title. Do not underline, italicize, or place your title in quotation marks; capitalize all major words of your title.

Use quotation marks and/or italics when referring to other works in your title, just as you would in your text. For example: An Extended Book Report on *The Autobiography of Benjamin Franklin*

Here is a sample of the first page of a paper in MLA style:



Basic In-text Citation Rules

Referring to the works of others in your text is done by using what is known as **parenthetical citation**. This method involves placing relevant source information in parentheses after a quote or a paraphrase.

Any source information that you provide in-text or parenthetically must correspond to the source information on the Works Cited page.

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).

Both citations in the examples above, (263) and (Wordsworth 263), tell readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. *Lyrical Ballads*. London: Oxford UP, 1967. Print.

In-text Citations for Print Sources with No Known Author

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (such as an article) or italicize it if it's a longer work (e.g. plays, books, television shows, entire Web sites) and provide a page number if available.

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming" 6).

In this example, since there is not an author, an abbreviated title of the article appears in the parenthetical citation which corresponds to the full name of the article which appears first at the left-hand margin of its respective entry in the Works Cited. Thus, the writer includes the title in

quotation marks as the signal phrase in the parenthetical citation in order to lead the reader directly to the source on the Works Cited page. The Works Cited entry appears as follows:

"The Impact of Global Warming in North America." *Global Warming: Early Signs*. 1999. Web. 23 Mar. 2009.

Citing Non-print or Sources from the Internet

With more and more information being posted on the Internet, you may have to cite research you have completed in online environments. While many sources on the Internet should not be used for scholarly work (for example Wikipedia), some Web sources are perfectly acceptable for research.

Sometimes writers are confused with how to craft parenthetical citations for electronic sources because of the absence of page numbers, but often, these sorts of entries do not require any sort of parenthetical citation at all. For electronic and Internet sources, follow the following guidelines:

1. Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).
2. You do not need to give paragraph numbers or page numbers based on your Web browser's print preview function.
3. Unless you must list the Web site name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like *CNN.com* or *Forbes.com* as opposed to writing out <http://www.cnn.com> or <http://www.forbes.com>.

Formatting Quotations

When you directly quote the works of others in your paper, you will format quotations differently depending on their length. Below are some basic guidelines for incorporating quotations into your paper.

Short quotations

To indicate short quotations (**fewer than four typed lines of prose or three lines of poetry**) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of poetry, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

For example, when quoting short passages of prose, use the following examples:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

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)?

When short (fewer than three lines of poetry) quotations from poetry, mark breaks in short quotations of verse with a slash, (/), at the end of each line of poetry (a space should precede and follow the slash).

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

Long quotations

For quotations that are more than four lines of prose or three lines of poetry, place quotations in a free-standing block of text and **omit quotation marks**. Start the quotation on a new line, with the entire quote indented **one inch** from the left margin; maintain double-spacing. Only indent the first line of the quotation by an additional quarter inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting poetry, maintain original line breaks. (You should maintain double-spacing throughout your essay.)

For example, when citing more than four lines of prose, use the following 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)

*NOTE: When using block quotes, the period is included after the quoted material not the citation.

When citing long sections (more than three lines) of poetry, keep formatting as close to the original as possible.

In his poem "Fire and Ice," Robert Frost explores the dual nature of choices:

Some say the world will end in fire,
 Some say in ice.
 From what I've tasted of desire
 I hold with those who favor fire.
 But if it had to perish twice,
 I think I know enough of hate
 To say that for destruction ice
 Is also great
 And would suffice. (poemhunter.com)

Adding or Omitting Words in Quotations

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

Jan Harold Brunvand, in an essay on urban legends, states, "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

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. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

The Works Cited Page: Basic Rules

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) and **center the words Works Cited at the top of the page.**

Double space all citations.

Indent the second and subsequent lines of citations (hanging indent).

List page numbers of sources 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. Note that MLA style uses a hyphen in a span of pages.

For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web.

Writers are **no longer required** to provide URLs for Web entries.

Capitalization and Punctuation

Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.

Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

Listing Author Names

Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

Do not list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr." Here the suffix following the first or middle name and a comma.

More Than One Work by an Author

If you have cited 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:

Burke, Kenneth. *A Grammar of Motives*. University of California Press. 1945. Print.

---. *A Rhetoric of Motives*. University of California Press. 1950. Print.

When an author or collection editor appears both as the sole author of a text and as the first author of a group, list solo-author entries first:

Heller, Steven, ed. *The Education of an E-Designer*.

Heller, Steven, and Karen Pomeroy. *Design Literacy: Understanding Graphic Design*.

Work with No Known Author

Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citations in your paper. In this case, Boring Postcards USA has no known author:

Baudrillard, Jean. *Simulacra and Simulations*. [...]

Burke, Kenneth. *A Rhetoric of Motives*. [...]

"John Locke." *Bio*. A&E Television Networks, 2015. Web. 28 July 2015.

Citing Books: Basic Format

The author's name or a book with a single author's name appears in last name, first name format. The basic form for a book citation is:

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

Book with One Author

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

Book with More Than One Author

The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston:
Allyn, 2000. Print.

If there are more than three authors, you may choose to list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names, or you may list

all the authors in the order in which their names appear on the title page. (Note that there is a period after “al” in “et al.” Also note that there is never a period after the “et” in “et al.”).

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan: Utah State UP, 2004. Print.

or

Wysocki, Anne Frances, Johndan Johnson-Eilola, Cynthia L. Selfe, and Geoffrey Sirc. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan: Utah State UP, 2004. Print.

Book by a Corporate Author or Organization

A corporate author may include a commission, a committee, or a group that does not identify individual members on the title page. List the names of corporate authors in the place where an author’s name typically appears at the beginning of the entry.

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

Book with No Author (Reference Works)

List by title of the article used within the book. Incorporate these entries alphabetically just as you would with works that include an author name.

"Italy". *Encyclopædia Britannica. Encyclopædia Britannica Online*. Encyclopædia Britannica Inc., 2015. Web. 28 Jul. 2015.

Republished Book

Books may be republished due to popularity without becoming a new edition. New editions are typically revisions of the original work. For books that originally appeared at an earlier date and that have been republished at a later one, **insert the original publication date before the publication information**. For books that are new editions (i.e. different from the first or other editions of the book), see An Edition of a Book below.

Butler, Judith. *Gender Trouble*. 1990. New York: Routledge, 1999. Print.

Erdrich, Louise. *Love Medicine*. 1984. New York: Perennial-Harper, 1993. Print.

An Edition of a Book

There are two types of editions in book publishing: a book that has been published more than once in different editions and a book that is prepared by someone other than the author (typically an editor).

A Subsequent Edition

Cite the book as you normally would, but add the number of the edition after the title.

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed. New York: Pearson/Longman, 2004. Print.

A Work Prepared by an Editor

Cite the book as you normally would, but add the editor after the title.

Bronte, Charlotte. *Jane Eyre*. Ed. Margaret Smith. Oxford: Oxford UP, 1998. Print.

A Work in an Anthology, Reference, or Collection

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form is for this sort of citation is as follows:

Lastname, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.

Some examples:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth: Heinemann, 2000. 24-34. Print.

Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" *The Education of a Graphic Designer*. Ed. Steven Heller. New York: Allworth Press, 1998. 13-24. Print.

Poem or Short Story Examples:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*. Ed. Tobias Wolff. New York: Vintage, 1994. 306-07. Print.

If the specific literary work is part of the author's own collection (all of the works have the same author), then there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. New York: Dover, 1991. 12-19. Print.

Carter, Angela. "The Tiger's Bride." *Burning Your Boats: The Collected Stories*. New York: Penguin, 1995. 154-69. Print.

An Introduction, Preface, Foreword, or Afterword

When citing an introduction, a preface, a foreword, or an afterword, write the name of the author(s) of the piece you are citing. Then give the name of the part being cited, which should not be italicized or enclosed in quotation marks; in italics, provide the name of the work and the name of the author of the introduction/preface/forward/afterward. Finish the citation with the details of publication, page range, and item type (e.g., print, web, etc.).

Farrell, Thomas B. Introduction. *Norms of Rhetorical Culture*. By Farrell. New Haven: Yale UP, 1993. 1-13. Print.

If the writer of the piece is different from the author of the complete work, then write the full name of the principal work's author after the word "By." For example, if you were to cite Hugh Dalziel Duncan's introduction of Kenneth Burke's book *Permanence and Change*, you would write the entry as follows:

Duncan, Hugh Dalziel. Introduction. *Permanence and Change: An Anatomy of Purpose*. By Kenneth Burke. 1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv. Print.

Other Print/Book Sources

The Bible

Give the name of the specific edition you are using, any editor(s) associated with it, followed by the publication information. Remember that your in-text (parenthetical citation) should include the name of the specific edition of the Bible, followed by an abbreviation of the book, the chapter and verse(s).

The New Jerusalem Bible. Ed. Susan Jones. New York: Doubleday, 1985. Print.

Citing Periodicals

Periodicals (e.g. magazines, newspapers, and scholarly journals) that appear in print require the same medium of publication designator—Print—as books, but the MLA Style method for citing these materials and the items required for these entries are quite different from MLA book citations.

Article in a Magazine

Cite by listing the article's author, putting the title of the article in quotation marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

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

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

Buchman, Dana. "A Special Education." *Good Housekeeping* Mar. 2006: 143-48. Print.

Citing Electronic/Internet Sources

When including the medium of publication for electronic sources, list the medium as *Web*.

It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also, you might use the Bookmark function in your Web browser in order to return to documents more easily.

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e., they change often) and because documents sometimes appear in multiple places on the Web (e.g., on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008.

Abbreviations Commonly Used with Electronic Sources

If publishing information is unavailable for entries that require publication information such as publisher (or sponsor) names and publishing dates, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a

publisher nor a sponsor name has been provided. Use *n.d.* when the Web page does not provide a publication date.

Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

Author and/or editor names (if available)

Article name in quotation marks (if applicable)

Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)

Any version numbers available, including revisions, posting dates, volumes, or issue numbers.

Publisher information, including the publisher name and publishing date.

Take note of any page numbers (if available).

Medium of publication.

Date you accessed the material.

A Page on a Web Site

For an individual page on a Web site, list the author if known, followed by the publication information for the website. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

"Athelete's Foot - Topic Overview." *WebMD*. WebMD, 25 September 2014. Web. 6 July 2015.

Lundman, Susan. "How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 6 July 2015.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*. Web. 22 May 2006.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 22 May 2006.

If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

Smith, Brandy. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009.

An Article in a Web Magazine

Provide the author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, and the date of access. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. *A List Apart Mag.*, 16 Aug. 2002. Web. 4 May 2009.

An Article in an Online Scholarly Journal

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication.

Article in an Online-only Scholarly Journal

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009.

Article in an Online Scholarly Journal That Also Appears in Print

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (in this case, *Web*) and the date of access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.

A Tweet

Begin with the user's name (Last Name, First Name) followed by his/her Twitter username in parentheses. Insert a period outside the parentheses. Next, place the tweet in its entirety in quotations, inserting a period after the tweet within the quotations. Include the date and time of posting, using the reader's time zone; separate the date and time with a comma and end with a period. Include the word "Tweet" afterwards and end with a period.

Brokaw, Tom (tombrokaw). "SC demonstrated why all the debates are the engines of this campaign." 22 Jan. 2012, 3:06 a.m. Tweet.

Purdue Writing Lab (PurdueWLab). "Spring break is around the corner, and all our locations will be open next week." 5 Mar. 2012, 12:58 p.m. Tweet.

YouTube Videos

The MLA does not currently prescribe a citation style for *YouTube* videos. Based on MLA standards for other media formats, we feel that the following format is the most acceptable for citing YouTube videos:

Author's Name or Poster's Username. "Title of Image or Video." Media Type Text. Name of Website. Name of Website's Publisher, date of posting. Medium. date retrieved.

Here is an example of what that looks like:

Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. YouTube. YouTube, 22 Apr. 2006. Web. 9 Sept. 2010.

The handout below provides an example of a Works Cited page in MLA 2009 format.

Works Cited

- "Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.
- Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.
- Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.
- Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.
- GlobalWarming.org*. Cooler Heads Coalition, 2007. Web. 24 May 2009.
- Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.
- An Inconvenient Truth*. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.
- Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York: Springer, 2005. Print.
- Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.
- Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review* 96.2 (2006): 31-34. Print.
- . "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. *Science Online*. Web. 24 May 2009.

Sample Outline for Writing an Essay

THE COLLEGE APPLICATION PROCESS

I. CHOOSE DESIRED COLLEGES

- A. Visit and evaluate college campuses
- B. Visit and evaluate college websites
 - 1. Look for interesting classes
 - 2. Note important statistics

II. PREPARE APPLICATION

- A. Write personal statement
 - 1. Choose interesting topic
 - a. Describe an influential person in your life
 - (1) Favorite high school teacher
 - (2) Grandparent
 - b. Describe a challenging life event
 - 2. Include important personal details
 - a. Volunteer work
 - b. Participation in varsity sports

- B. Revise personal statement

III. COMPILE RÉSUMÉ

- A. List relevant coursework
- B. List work experience
- C. List volunteer experience
 - 1. Tutor at foreign language summer camp
 - 2. Assistant coach for softball camp