

How to Cite Sources and Build a Works-Cited Page for Your Position Paper

Amended lessons 6 and 7 from chapter 13:
“The Position Paper and Documentation”

How to Cite Sources and Build a Works-Cited Page for Your Position Paper

This digital tutorial amends chapter 13, “The Position Paper and Documentation,” in *The Power in Your Hands: Writing Nonfiction in High School* and is a replacement for lessons 6 and 7.

Some of the information in this tutorial is taken from the works-cited tutorial for [Jump In, 2nd Edition](#).

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This digital tutorial is designed for those using *The Power in Your Hands* but can be used as a freestanding tutorial.

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Lesson 6: *Book, Periodical, DVD*

I have a strong dislike (okay, *hatred*) for the persnickety guidelines for citing sources and building a works-cited page. They make my brain numb. Capitalize this. Italicize that. No, the comma goes there. And why does “pp.” mean “pages”?

Compared with preparing for eternity, these nit-picky things don’t matter. However, teachers and other serious readers take a dim view of poorly written papers, and your paper is probably due soon. So let’s see if we can make this stuff easier.

In this short yet exciting tutorial, you’ll learn the following:

- How to cite sources in your report using parentheses called **parenthetical citations**.
- What publication information to gather from the following sources: book, magazine or other periodical, DVD or Blu-ray, Website, Bible, print or online encyclopedia or dictionary.
- What those sources look like on your works-cited page.

This tutorial is a replacement for lessons 6 and 7 in chapter 13 of *The Power in Your Hands: Writing Nonfiction in High School, 2nd Edition*. After the textbook was published, the Modern Language Association (MLA) came out with a slightly altered style of citing sources, so these lessons teach MLA’s newest 8th edition.

Are there other methods to cite your sources? Yes, and they all vary somewhat. The important thing is to use whatever method your teacher gives you.

Okay. Let’s get started. On the next page. Which is a review.



To review: You are collecting notes and publication information from all of your sources. (See chapter 13 in *The Power in Your Hands* for detailed information on taking notes.)

First, here is a copy of my note page on gill slits for my position paper on the icons of evolution:

Second, note the letter next to each fact. The letters refer to a specific source (see the box below) where I found my information.

Third, before you fall asleep, here's where I found my **A** and **B** facts:


This box to the right is an excerpt from my source page that I keep at the back of my notebook. Your source page will be the last one in your notebook or 3-ring binder, too.

Gill Slits

- A** Ernest Haeckel, Hitler's mentor, developed a theory in 1866 that human embryos go through all phases of human evolution.
- He drew pictures of embryos from different animals and humans to compare them and included gill slits on his illustrations of the human embryos.
- A** As early as 1874, Wilhelm His proved Haeckel had doctored the drawings to make them look like he wanted them to. Haeckel was "barred from many scientific circles."
- B** Teachers and textbooks still teach this discredited theory today.
- **C** "Gill slits" are really pharyngeal pouches. In humans, these become Eustachian tubes, the thymus, parathyroid glands, and other things.
- **B** The thymus is part of the human immune system, and the parathyroid glands are for calcium control.
- D** "In mammals, the jaws, inner ear, tongue, tonsils, and other organs are formed from these ridges." Page 73
- D** The pharyngeal pouches in mammal, bird, and reptile embryos "never [have] any openings in these structures like gills."
- Page 73

Sources where I got my information

- A** Author: Morris, John
 Title of article: "Does the Human Embryo Go Through Animal Stages?"
 Title of online publication: *Acts and Facts*
 Sponsor of Website: Institute for Creation Research
 First published on 1 Aug. 1989
<https://www.icr.org/article/does-human-embryo-go-through-animal-stages>
 I accessed it on 25 Oct. 2019.
- B** Author: Ham, Ken
 Title of article: "A Surgeon Looks at Creation"
 Name of Website: Answers In Genesis
 First published on June 1992
<https://answersingenesis.org/creation-scientists/a-surgeon-looks-at-creation/>
 I accessed it on 1 Nov. 2019.



When you find a new source of information, write its publication facts on your last notebook page. (In this tutorial, you'll learn what you need.) Then label it with a letter—an A, B, C, D, and so on. Then put that same letter next to any notes you take from that source, as I did on the page about the gill slits.

So you can see by looking at the gill slits page and the source page that the information about Ernest Haeckel comes from an online article written by John Morris.

If your source is from the Internet, print and keep the pages you used. Many times the information you find today won't be there tomorrow. The Web is a fluid, fluctuating source, and it is a good thing to have proof of your facts.

In this lesson and the next, you'll find examples of how to cite your sources in your report and on your works-cited page. Lesson 6, which you are reading now, includes examples from a **book**, **periodical**, and **DVD**, **Blu-ray**, and **film**.

Before we dive in, however, let's leap forward in time and say you've written your report and are ready to make an official list—your works-cited page—of where you found all of your information.

But why build a page that cites all of your sources?

- The information you put on your works-cited page coordinates with the facts and citations you wrote in your report. For instance, if you quoted an expert or used a fact from a book, the name of the expert or title of the book is going to be on your works-cited page.
- When others read the sources of your information on your works-cited page, they can verify your facts, read your source material, or maybe do some research of their own.
- You avoid plagiarism (stealing other people's facts, ideas, and quotations) by giving credit to your sources of information.
- Your teacher told you to. (This is said in a cheery tone to make it seem *fun*.)



Incidentally, “cited” means “mentioned” or “referred to.” So, the page at the end of your report is simply a list of sources of information—“works”—you mentioned in your report.

Ready? We've put it off long enough. Here goes . . .

Book

Parenthetical citations (source material in parentheses) come after quotations, facts, or borrowed material. This example uses a signal phrase at the beginning of the facts and then parenthetical citations at the end of them when quoting a **book**:

The geologic column is one of the icons of evolution. In this theoretical column, fossils found in the bottom layer are soft-bodied invertebrates or other animals low on the evolutionary tree of life, and the higher layers contain fossils of more evolved and developed animals such as fish, birds, and mammals. However, according to Dr. John Morris and Doug Phillips, authors of *Weapons of our Warfare*, this geologic column is found in its entirety nowhere except “in textbooks. There is no place on Earth where all these layers, with these kinds of fossils, are found *in this sequence*” (22). Though there is a trend that seems to support the column’s ages, “clams are found in the bottom layer, the top layer, and every layer in between The same could be said for corals and jellyfish and many others” (23). Clearly, the geologic column has some problems.

Authors of the book and their credentials →

Signal phrase “according to...” to signal borrowed information →

→ *First quotation*

→ *Second quotation*

↑ *Page number of second quotation from same source. If you use the same source in the following paragraphs, mention the author or source name again, like this: (Morris and Phillips 25).*

Parenthetical citation is page number of first quotation

If you choose to omit the author’s name in the signal phrase, put it in the parenthetical citation:



However, this geologic column does not live up to its advertisement. It does not appear in its complete, illustrated form anywhere on Earth (Morris and Phillips 22).

New term: The signal phrase indicating the original source + the parenthetical citation = an **in-text citation**. Just so you know.

The parenthetical citation is part of the sentence but not part of the quotation. In other words, it appears just before the period. If you are not quoting but are paraphrasing, the parenthetical citation still comes before the period.

No comma is needed between the authors' names and the page number.

A **book** on your works-cited page uses the following information and punctuation. The punctuation after each item below is what you'll use in the entry on your works-cited page:

- Name of author (last name, first name).
- Title of book (italicized).
- Publisher,
- Date of publication.



The 7th edition of MLA style included the publisher's city and also the medium (print, Web, and so on), but the 8th edition does not.

So the **book** *Weapons of Our Warfare* that I quoted in my report will look like this on my works-cited page:

Morris, John and Doug Phillips. *Weapons of Our Warfare*. Institute for
Note the → hanging indent Creation Research, 1998.



To make a hanging indent in Microsoft Word, highlight your entry and then look at the top of your computer screen for the ruler (see the ruler above). With your cursor, grab the bottom triangle-ish thingy (not the rectangle-ish thingy) and pull it to the right ½ inch. When you finish your entry and hit Enter, all the rest of your entries should be hanging as well. You're welcome.

A couple of things:

1. You'll notice there are two authors in my works-cited entry. When you have two authors, list them like this (without the quotation marks): "Wayne, Bruce and Richard Grayson." In other words, the first author's name is recorded as

last name comma first name, and the second author's name is written normally.

2. Underline the title of the book if you are writing it out by hand. If using a computer, italicize the title.

Next up in this lesson:

How to cite a periodical in your report and on the works-cited page.

Periodical

The following example shows how to use parenthetical citations when quoting from a **magazine, newspaper, or journal article** (any **periodical**):



Many modern biology textbooks still contain information about an experiment Stanley Miller performed in 1953 (“How Life Began” 54). This iconic “life from non-life” experiment supposedly created amino acids, which are building blocks of life but are not alive. However, what the textbooks omit is that Miller “produced . . . a mixture of left- and right-handed amino acids, which is detrimental to life” (54). Recent experiments of this sort also have failed to produce life (54).

Title of article because no author’s name was given; otherwise, use author’s last name.

Quote from article.

Paraphrased fact from article.

Further parenthetical citations for each new fact.

The **periodical** documentation on your works-cited page uses the following information. Note the punctuation. You’ll use it after each item in the entry on your works-cited page:

- Name of author (last name, first name).
- Title of article, in quotation marks—and in American English the period goes *inside* the last quotation mark. Yes. Yes, it does.
- Title of magazine or newspaper (italicized),
- Date of publication (abbreviate all months except May, June, and July),
- Page range for article.



So my entry for the **magazine article** I used in the above example will look like this on my works-cited page:

“How Life Began – A Textbook Recipe.” *Answers*, July-Sept. 2006, p. 54.

That magazine article didn’t include an author’s name. If it had, the author’s name would appear at the beginning, last name first:

Parker, Peter. “How I Survived a Spider Bite.” *Forest Hills Weekly*, 13 Feb. 2020, pp. 26-8.

A few things:

1. If the magazine or newspaper article does not include an author, begin your works-cited entry with the title of the article, with quotation marks.
2. When handwriting the title of the magazine, newspaper, or journal, underline it. If using a computer, italicize the title.
3. If there is no specific day and date, use the time range given on the periodical, like Summer 2019 or October 2020.
4. The abbreviation “pp.” stands for “pages.” If the article is only one page long, use the abbreviation “p.”
5. If this is a newspaper, include the letter of the newspaper section before the page number, like this: B2. “B” is the section; “2” is the page number.

Last up in this exhausting lesson:

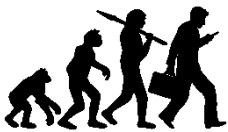
How to cite audio-visual sources like DVDs, Blu-rays, or film in your report and on your works-cited page.

DVD or Blu-Ray

The signal phrase and parenthetical citation from sources like a **video**, **DVD**, **Blu-ray disc**, or **film** will look like this in your report:

Who hasn't seen Lucy, our hominid ancestress? This evolutionary icon is officially known as *Australopithecus afarensis*, but many call this species Lucy. Statues and illustrations of Lucy show her in a pensive mood and with human hands and feet and walking upright. But is this possible, given the fossil evidence?

Make sure that everything between any signal phrase and the parenthetical citation is from the same source.



Dr. David Menton, a lecturer and former associate professor of anatomy, asserts it is not. Although the first Lucy fossil was lacking almost all hand and foot bones, Menton reports that other *afarensis* bones have been found—and they possess curved finger and toe bones. While humans have straight finger and toe bones, apes do not. Theirs curve to accommodate a tree-dwelling lifestyle. The curve of the *afarensis* bones is even more pronounced than those of most modern apes or chimpanzees. Menton further points out that Lucy's skull is quite primitive (small cranial capacity and sloping face), even for an ape, and her wrist bones lock. Only knuckle walkers have locking wrist bones. Given that so many of her bones resemble those of apes, why do people continue to insist that she was almost human (*Lucy, She's No Lady*)?

Videos, DVDs, Blu-ray discs, and films use this information on the works-cited page:

- Title (in italics).
- Director,
- Major performers.
- Production company,
- Year it was released.



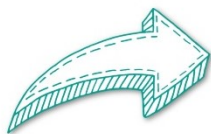
The **DVD** I used in the example paragraph about Lucy looks like this on my works-cited page:

Lucy, She's No Lady. Lecture by David Menton. Answers in Genesis, 2003.

If the video, DVD, or Blu-ray disc is a movie, it will look like this on your works-cited page:

The Truman Show. Directed by Peter Weir, performances by Jim Carrey, Laura Linney, Noah Emmerich, and Ed Harris. Paramount Pictures, 1998.

Now It's Your Turn



Create a works-cited page, hand written or on the computer, from the following three sources here and on the next page: a book, magazine article, and DVD. You may use this tutorial or refer to the Websites at the end of this exercise to help you create a works-cited page. Use a hanging indent for each entry.

Take special note of the punctuation. Also note which titles use quotation marks and which ones need italics. See what I mean about nit-picky?

When you assemble your works-cited page, arrange the three entries **alphabetically** by the authors' last names. If no name is available, alphabetize by the first word in the article's title (other than *the*, *a*, or *an*).

A book:

- Name of author: Quasi Modo
- Title of book: *My Life as a Bell Ringer*
- Publisher: Sanctuary Press
- Date of publication: 1482



A magazine article:

- Name of author: Raymond C. Gallagher
- Title of article: "What Teachers Do When They Are Not Grading Papers"
- Title of magazine: *Vacation Elation*
- Date of publication: September 3, 2019
- Page range of article: 75-100

A DVD:

- Name of movie: *Star Wars 13: Death Star Reactivated*
- Director: Giuseppe Lucasano
- Performers: Ewan McGregor, Frank Oz, Harrison Ford II
- Production company: Jedi Productions
- Year of release: 2020

Check out these Websites for more practical information:

- <http://www.easybib.com/mla8/source> (I hesitate to tell you this because it seems “unteacherly” to do so, but this site will **create the citations for you** if you have the correct information.)
- <https://www.plagiarism.org/article/how-do-i-cite-sources>

End of lesson 6

Come back tomorrow for lesson 7 in which you’ll learn how to cite these sources: Website, Bible, and print or online encyclopedias and dictionaries.

See you tomorrow!



Lesson 7: Website, Bible, and Encyclopedias

Website

Welcome back. The following example shows how to use signal phrases and parenthetical citations when citing **Website** sources in a paragraph:

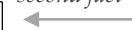
Another evolutionary icon is the assumed gill slits found in human embryos. Formerly, some who supported evolution believed that the embryo exhibited all of its former evolutionary stages (Morris, “Does the Human Embryo?”). Therefore, a human embryo was believed, at different

Parenthetical citation for first fact. Long title shortened.



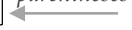
points in its development, to go through a fish stage with gill slits and a bird stage with a yolk sac. The implication was that the embryo was not fully human in those stages. According

Signal phrase “According to...,” along with author’s credentials for second fact



to Ken Ham, founder of Answers in Genesis, many biology texts and abortion clinics teach this theory, called recapitulation, even though *all* scientists have long since discredited it (“Is ‘Science-Fiction’ in

Title of Website article in parentheses



Your Curriculum?”). The evidence supports the truth. The gill slits on a fish embryo develop into gills, but those supposed gill slits in a human embryo are not slits at all. Researcher and educator George Lindsey explains that they are pharyngeal pouches that “develop into Eustachian tubes, the thymus, and parathyroid glands” (“Evolution—Useful or Useless?”).

Signal phrase and parenthetical citation for third source



If you use two separate works by the same author in one paragraph, put the author’s name in the signal phrase and each title in its own parenthetical citation:

Josh Freckelton, a writing student, reveals that he does not organize his material before he writes (“You Can’t Make Me”). He further admits that he writes his first draft the night before a report is due and doesn’t bother proofreading it (“Why Should I Write it Twice?”).

Or put the author's last name, a comma, and the title of the article (shortened if necessary) in the parenthetical citation, like this:

Students do not always organize their material before they write (Freckelton, "You Can't Make Me").

Document **Internet sources** on your works-cited page with the following information and punctuation. Note the punctuation. You'll use it after each item in the entry on your works-cited page:

- Name of author, if included in the article (last name, first name).
- Title of article (in quotation marks).
- Title of the online publication (if available, italicized),
- Name of Website or sponsor of the site (if different from the title of the publication),
- Publication date or the date it was updated,
- URL of Website (without the http:// or the https://).
- Date you accessed the information.



So the entry on my works-cited page for one of the **online articles** I used in the example paragraph about gill slits will look like this:

Lindsey, George. "Evolution—Useful or Useless?" *Impact*, Institute for Creation Research, 1 Oct. 1985, www.icr.org/article/evolution-useful-or-useless. Accessed 26 Oct. 2019.

A few things:

1. If an author's name is not listed for the online article, put the name of the article first, in quotation marks.
2. The title of my example article ends in a question mark, so there is no need for an additional period after it.
3. Websites may lack some of the source information. Include what is available.
4. Sometimes the title of the site and the sponsor of the site are the same. In that case, you'll have only one name there.

5. Your computer will automatically make a blue hyperlink for you (www.icr.org/article). **Turn off the hyperlink** by right clicking on the Web address and then left clicking on Remove Hyperlink in the pop-up menu.
6. Your computer will try to keep the Web address together. If there is no space on one line, it will put it on the next line. That's okay.

Next up in this lesson — how to cite the Bible.

Bible

Citing the **Bible** in the MLA method looks like this in your paper:

One ancient writer draws this conclusion: “Ah, Sovereign Lord, you have made the heavens and the earth by your great power and outstretched arm. Nothing is too hard for you” (*The One Year Chronological Bible*, Jeremiah 32.17).

The MLA method uses a period to separate chapter from verse. Most likely, you use a colon to do that job, and you may continue to use a colon in informal writing.

Although you’ll use italics in the parenthetical citation for the title of the sacred text (*The Bible*, Psalm 23), no italics are needed when writing these types of words in the body of your report:

- Bible
- Talmud
- Qur’an (or Koran)
- Genesis
- The Psalms
- New Testament
- Pentateuch



The **Bible** uses this information and punctuation for the works-cited page:

- Title (italicized).
- Editor or translator (if available),
- Version (if not already included in the name; not italicized),
- Publisher,
- Year of publication.

The particular version of the **Bible** in the above example looks like this on the works-cited page:

The One Year Chronological Bible. Edited by Steve Benson, New International Version, Tyndale House Publishers, 1995.

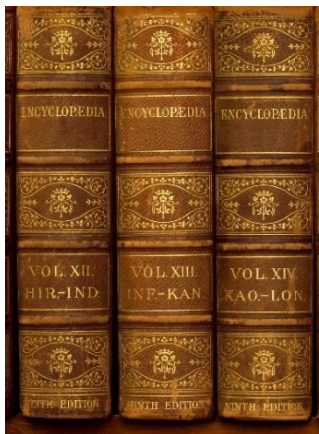
Next up in this lesson—citing encyclopedias and dictionaries.

Encyclopedia or Dictionary

When citing an **encyclopedia** or **dictionary** in your paper, use quotation marks and parentheses around the word or phrase you looked up (the **headword**):

The recapitulation theory, which surmises that the human embryo goes through evolutionary stages, has been thoroughly disproved by all scientists (“Recapitulation”).

A **print encyclopedia** or **dictionary** includes this information on the works-cited page, with the accompanying punctuation marks:



- Author of the entry, if available, last name comma first name.
- Headword or title of article (in quotation marks—the period *inside* the last quotation mark).
- Title of the encyclopedia or dictionary (italicized),
- Edited by first name and last name,
- Edition, if other than the first edition,
- Volume number, if available,
- Publisher,
- Year of publication.

So the word “recapitulation” from a **print encyclopedia** will look like this on your works-cited page:

Verne, Jules. “Recapitulation.” *Encyclopedia for Scientists*, edited by Ray Bradbury, 2nd ed., vol. 6, Cave to Star Publishers, 2001.

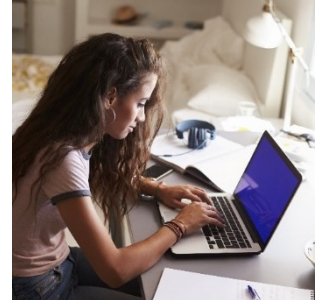
A note: If you guessed that I completely made up the above print encyclopedia, you would be correct.

Also, I included *all* the possible elements so you could see how they all fit in. On your works-cited page, include as much information as your print encyclopedia has.



An **online encyclopedia** or **dictionary** includes this information on the works-cited page:

- Author of entry, if available, last name comma first name.
- Headword or title of article (in quotation marks—period *inside* the last quotation mark).
- Title of online encyclopedia or dictionary (italicized),
- Name, sponsor, or publisher of site,
- Year published or updated,
- URL of Website (without the http:// or the https://).
- Date you accessed the information.



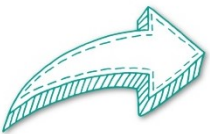
And this is what an **encyclopedia or dictionary entry from the Web** will look like on your works-cited page:

“Recapitulation.” *Online Encyclopedia for Scientists*, Scientists for Truth, 2019, www.scientistsfortruth.com/encyclopedia/recapitulation. Accessed 3 Apr. 2020.

If the encyclopedia entry gives an author’s name, put it first, as you would with a book or magazine (last name comma first name).

And, yes, I made up the above source as well.

Now It's Your Turn



Create a works-cited page from the four sources on the next page: a Website, the Bible, and print and online encyclopedias. Alphabetize them and write them according to the MLA method of documentation. Use a hanging indent for each entry. Use required punctuation, quotation marks, and italics. Turn off the hyperlinks.

You can do this by hand or on the computer.

A Website:

- Name of author: Roberto Tedioso
- Title of article: "Could This Be Any More Boring?"
- Title of site: *Tone It Down*
- Sponsor of the site: Institute for Duller Education
- Date of publication or last update: February 2, 2012
- URL: www.dullerthandirt.org
- Date you accessed the information: Feb 29, 2020

The Bible:

- Name: *The Amplified Bible*
- Version: already given (*The Amplified Bible*)
- Publisher: Zondervan Bible Publishers
- Year of publication: 1974

A print encyclopedia:

- Author of the entry: James Hook
- Word you looked up (article title): "Agrizoophobia"
- Name of the encyclopedia: *Encyclopedia for Seafaring Captains*
- Edition: 2nd
- Publisher: Barrie&Pan
- Year of publication: 2001



An online encyclopedia:

- Author of entry: Bradley Manes
- Title of article: "Mohawk Hairstyle"
- Title of online encyclopedia: *Encyclopedia of Hair*
- Sponsor of site: Harley-Davidson's College of Beauty
- Year updated: 2019
- URL: www.snipsnipheresnipsnipthere.com/mohawk-hairstyle
- Date you accessed the information: January 13, 2020

You can check out these Websites for more information on MLA documentation:

- <http://www.easybib.com/mla8/source>
- <https://www.plagiarism.org/article/how-do-i-cite-sources>

*On the next page, you'll find a sample works-cited page.
Does it look like what you expected?*

The Actual Works-Cited Page

On your works-cited page, put entries in order alphabetically, using authors' last names. Where there is no author, use the first word of the book's or article's title. If it begins with "A," "An," or "The," alphabetize according to the next word in the title.



Below is my works-cited page with most of the sources I used in this tutorial:

Works Cited

"How Life Began – A Textbook Recipe." *Answers*, July-Sept. 2006, p. 54.

Lindsey, George. "Evolution—Useful or Useless?" *Impact*, Institute for Creation Research, 1 Oct. 1985, www.icr.org/article/evolution-useful-or-useless. Accessed 26 Oct. 2019.

Lucy, She's No Lady. Lecture by David Menton. *Answers in Genesis*, 2003.

Morris, John and Doug Phillips. *Weapons of Our Warfare*. Institute for Creation Research, 1998.

The One Year Chronological Bible. Edited by Steve Benson, New International Version, Tyndale House Publishers, 1995.

"Recapitulation." *Online Encyclopedia for Scientists*, Scientists for Truth, 2019, www.scientistsfortruth.com/encyclopedia/recapitulation. Accessed 3 Apr. 2020.

You will be clever enough to notice some differences between my informal source notes on page 2 and the works-cited page on page 20:

- The works-cited page is alphabetical by author or title, not random like my list of sources.
- The letters before each source have been removed. They were for my benefit as I kept track of my notes.
- The works-cited page is double-spaced.
- Each works-cited entry uses a hanging indentation. In other words, each entry begins on the far left side of the page, but the second and third lines begin five spaces in. See page 5 of this tutorial for instructions on how to do this on your computer.

Do you need to cite sources that are not included here? Go to <http://www.easybib.com/mla8/source>. That site will tell you the information you need from each source, and **then you can plug it in and—presto—you have an entry.** I'm probably not supposed to tell you that, but, well



Quite frankly, there are a number of methods you can use to cite sources. We've been using MLA, 8th edition, but eventually there will be a 9th edition, and the guidelines will change somewhat. The important thing is to follow your teacher's instructions.

Good news: This is the end of lesson 7.

*On the next pages, you'll find instructions to write a position paper,
a checklist to use as you organize and write,
and a two-week schedule to help you complete your tasks on time.*

Write a Position Paper

For specific information on how to write a position paper, see chapter 13 in *The Power in Your Hands: Writing Nonfiction in High School*.

Write your position paper on an important, debatable topic. Use at least three reputable sources. Complete and use this tutorial's writing schedule on page 24.

Before you begin writing, check your topic and your thesis statement with your teacher. Review your points with your teacher, too, when you develop them.

Cite your sources using the MLA method: Use in-text citations (signal phrases and parenthetical citations) and then an alphabetized works-cited page on a separate page at the end of your report. Use the proofreading aid *Be Your Own Editor* (page 157 in *The Power in Your Hands*) to proofread at least three times.

Your name 1
 Your teacher's name
 Course title
 Date due

Snappy Title

Everything from here on will be double-spaced, even the works-cited page. Leave at least one-inch margins around your pages. Each following page will have your name on the top left and the page number on the top right in a header. Good luck!

No title page is required for an MLA-documented paper unless your teacher asks for one. Simply type your name, the teacher's name, the course title, and the due date (all single-spaced) at the top left of your paper. Then double-space, center your title, and continue typing with a plain, size-12 font. Double-space throughout (even the works-cited page). Your name goes in a header on the top left of subsequent pages; the page number on the top right.

For this assignment, you will submit your official organizational tool: cluster, Greek temple, list, outline, or sticky notes (taped in correct order on a piece of paper) with your paper.

Insert it after the works-cited page.

Word count for **beginning** writers: at least 1,000 words.

Word count for **intermediate** and **accomplished** writers: at least 1,500 words.

Use this checklist as you organize and write:

- Is your topic relevant and debatable?
- Is the title related to the topic and interesting to read?
- Is the introduction designed to interest readers?
- Is your topic evident in the introduction?
- Is your opinion evident in the introduction?
- Is your thesis statement clear and in the introduction?
- Does your whole paper support your thesis statement?
- Are your points arranged in an effective order?
- Does each point have a fitting topic sentence?
- Do you adequately support each point?
- Is it clear to readers that you have done sufficient research?
- Do you cite all borrowed facts, ideas, illustrations, and so forth?
- Do you use signal phrases?
- Do you correctly use parenthetical citations?
- Do you leave readers with food for thought or a brilliant insight?
- Do you leave old snacks and dishes in your bedroom?
- Are the entries on your works-cited page alphabetized?
- Do you correctly list your sources on the works-cited page?
- Are you submitting your organizational tool (cluster, outline, and so on)?
- In addition to these super-helpful boxes, have you used Be Your Own Editor from [*The Power in Your Hands*](#) to help you proofread your paper?



On the next page, you'll find a partial schedule to help you organize your tasks. Fill in the blank days so you can keep a good pace. Check to see if your teacher has a different schedule.

Give your teacher your topic, points, and thesis statement before you begin writing. In the schedule, these are due on Days 3 and 6.

Suggested Writing Schedule

Day 1	Day 2	Day 3 Topic and temporary thesis statement are due.	Day 4	Day 5	Day 6 Final thesis statement and major points are due.
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Day 7	Day 8	Day 9	Day 10	Day 11	Day 12 Position paper is due, along with your organizational aid.
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Answers to Now It's Your Turn

Lesson 6

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Lesson 7

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Acknowledgements

Cover image photo: Esther Moulder, Click Photography, clickphotography.biz
Cover design: Sharon Watson
Confused student: Antonioguillet, adobestock.com
Fish: Evgeniia, Adobestock.com
Bricks: Hoda Bogdan, Adobestock.com
Clam shells: Yeti Studio, Adobestock.com
Girl with books: rastlily, Adobestock.com
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Girl with online encyclopedia: Monkey Business, Adobestock.com
Crocodile: okinawakasawa, Adobestock.com
Surprised student: Oleksii, Adobestock.com
Hands and laptop: Kurhan, Adobestock.com
Pencil: Alex Stokes, Dollarphotoclub.com
Typewriter: Pixelbless, Adobestock.com