



HAVEN MIDDLE SCHOOL

2417 Prairie Ave.
Evanston, IL 60201



Haven Style Manual

Table of Contents:

MLA In-Text Citations	page 2
Works Cited Example	page 3
Bibliography Example	page 4
Dialogue Rules	page 5
Transitions	page 6
Sentence Starters	page 7
No Excuse Spelling List	page 8
Titles in MLA Format	page 9
Editing Marks	page 10
MLA Heading	pages 11-12

HAVEN NORTHSTARS ARE PROUD:

- ✓ **P**ositive
- ✓ **R**espectful, **R**esponsible, & **R**eady to Learn
- ✓ **O**pen-Minded
- ✓ **U**nderstanding
- ✓ **D**iverse



MLA In-Text Citations

Modified from: "Welcome to the Purdue OWL." *Purdue OWL: MLA Formatting and Style Guide*. N.p. Web. 15 Apr. 2013.
For more information, go to: <http://owl.english.purdue.edu/owl/resource/747/02/>

Author named in a signal phrase:

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

or...

Wordsworth extensively explored the role of emotion in the creative process (263).



Period at the very end

Author not named in a signal phrase:

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



Author's last name and page

The source has no 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.

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



Shortened title from Works Cited page

Citing a work with two-three authors:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

or...

The authors state, "tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

Citing a work with three or more authors: Provide first author's last name, then **et al.**

Jones et al. counter this argument by noting that the current spike in gun violence in America compels lawmakers to adjust gun laws (4).

or...

Legal experts counter this argument by noting that the current spike in gun violence in America compels lawmakers to adjust gun laws (Jones et al. 4).

Quoting a poem: Cite the part/stanza (if any) and line numbers, separated by periods.

When Odysseus, comes to the hall of Circle, he finds his men “mild / in her soft spell, fed on her drug of evil” (Homer 10.209-211).



Author's last name



Part or stanza



Line numbers in the

Works Cited

“Athletes Are Not Overpaid.” Sports Assassin’s Sports Journal. 16 Jul 2004. 15 Feb 2005. <<http://journals.aol.com/sportzassasin/entries/419>>.

Simmons, Mark. “Are Professional Athletes Overpaid?” Health Sports. 5 Feb 2005. <<http://askmen.com/sports/business/sportbusiness4b.html>>.

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

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

A Works Cited lists all the sources you USED/CITED in your paper.
(The name gives it away!)

YOU SHOULD HAVE AT LEAST ____ SOURCES ON THIS PAGE.
(Ask your teacher.)

Bibliography

- “Athletes Are Not Overpaid.” Sports Assassin’s Sports Journal. 16 Jul 2004. 15 Feb 2005.
 <<http://journals.aol.com/sportzassasin/SPORTZASSASINREPORTSJOURNAL/entries/419>>.
- “Ballplayers Cry All the Way to the Bank.” USA Today. July 2002: Mas Ultra-School Edition. EBSCO Publishing. 17 Feb 2005. <<http://epnet.com>>.
- “Leagues Seek Penalties That Deter.” ESPN. 27 Jan 2005. 15 Feb 2005.
 <<http://sports.espn.go.com/espn/news/story?id=1976885>>.
- Lefebvre, Matt. “Professional Athletes Are Overpaid and Selfish.” Quinnipiac Chronicle. Apr 2004. 8 Feb 2005. <<http://quchronicle.com>>.
- Simmons, Mark. “Are Professional Athletes Overpaid?” Health Sports. 5 Feb 2005.
 <<http://askmen.com/sports/business/sportbusiness4b.html>>.
- Smith, Robert. “Before Crying Foul, Consider the Reasons Behind Ballplayer Pay.” USA Today. 2 Aug 2002: Mas Ultra-School Edition. EBSCO Publishing. 2 Jan 2005. <<http://epnet.com>>.
- “The Impact of Global Warming in North America.” *Global Warming: Early Signs*. 1999. Web. 23 Mar. 2009.
- Wordsworth, William. *Lyrical Ballads*. London: Oxford U.P., 1967. Print.

A Bibliography is the same list as the Works Cited except that it **contains additional sources** that you took notes on as you did your research.

This list is longer than the Works Cited.

Dialogue Rules

Dialogue Rule:	Example:
<p>#1: Quotation marks are placed before the first word of a quote and after the punctuation that follows the last word.</p>	<p>The teacher said, “In this class there will be no talking, chewing, breathing, unnecessary eye movements, or tap dancing.”</p>
<p>#2: A quoted remark begins with a capital letter: it’s the speaker’s first word.</p>	<p>I questioned, “Are you up on the furniture again, you bad dog?” She was driving me crazy. I hollered, “Get down now!”</p>
<p>#3: A quote is separated from the dialogue tag with a comma OR a question mark OR an exclamation point, but never with a period.</p>	<p> “I just finished reading <i>I Am the Cheese</i>,” she remarked. “So what did you think of it?” I asked. “It was excellent!” she effused.</p> <p><i>*Note: The punctuation that follows a quoted remark belongs inside the closing quotation marks. It is part of the sentence and shows how the speaker said what he or she said.</i></p>
<p>#4: Dialogue tags can be placed in three ways.</p>	<p>“Soup is delicious on a cold night,” Kyle noted. “Soup is delicious,” Kyle exclaimed, “on a cold night.” Kyle stated, “Soup is delicious on a cold night.”</p>
<p>#5: The first word of the explanatory phrase is not capitalized when it follows the quote. The second part of the quote, after the explanatory phrase, is also not capitalized.</p>	<p> “I love winter,” she explained, “especially when I get to go sledding.”</p>
<p>#6: In writing dialogue, begin a new paragraph each time you alternate or change speakers.</p>	<p> “I wish today were Friday,” she said. “I’ve been looking forward to it for months now.” “How come?” he asked. “I’m finally supposed to get my braces taken off. At least that is what my orthodontist promised.”</p>
<p>#7: After the dialogue, start a new paragraph when changing to a new perspective or shifting to a new thought.</p>	<p> “Katie, do you want to go to the mall?” Camilla asked. “Yes!” Bella answered. The two girls loved going to the mall together, and decided to go that very day.</p>

Transitions

<p><u>SHOW ORDER OF EVENTS:</u></p> <p>before after last first of all earlier immediately followed by meanwhile in the meantime in the past lately later now presently shortly simultaneously since so far soon then thereafter until when next again then finally after a few days one month later after a while afterward as long as as soon as at last at that time</p>	<p><u>SUMMARIZE, REPEAT, OR CONCLUDE:</u></p> <p>accordingly all in all as a result as has been noted as I have said as we have seen as mentioned earlier consequently due to finally hence in any event in conclusion in other words in short indeed on the whole therefore thus to summarize</p>	<p><u>SHOW LOCATION:</u></p> <p>above across across from adjacent to against along alongside amid among around away from back of behind below beneath beside between beyond by closer to down elsewhere far farther farther on here in front of inside into near nearby off onto on top of opposite to outside over there throughout to the left to the right under underneath</p>	<p><u>CONTRAST:</u></p> <p>after all although as opposed to but conversely counter to despite despite of different from even so even though however in a different sense in contrast in spite of in the meantime instead instead of nevertheless nonetheless on the other hand on the contrary on the other hand otherwise rather regardless still though unless unlike whereas yet</p>	<p><u>ADD INFORMATION:</u></p> <p>additionally again along with also and another as an illustration as well as well as besides equally important for example for instance further furthermore in addition in fact in other words in particular like likewise mainly moreover namely next of course stated differently still such as that is the following example this can be seen together with too to illustrate to put another way</p>
<p><u>LIST IN ORDER OF IMPORTANCE:</u></p> <p>second third next last... finally more importantly more significantly above all primarily</p>	<p><u>EMPHASIZE:</u></p> <p>especially for this reason indeed in fact in particular to emphasize to repeat truly with this in mind</p>	<p><u>SHOW TIME:</u></p> <p>after afterwards all this time at last before during formerly immediately in the meantime later meanwhile next now once shortly soon the next _ thereafter while</p>	<p><u>COMPARE:</u></p> <p>also as equally in the same manner in the same way like likewise... similarly than</p>	<p><u>SHOW EFFECT OR RESULT:</u></p> <p>accordingly as a result because consequently eventually for this purpose for this reason hence since so then therefore thereupon thus to this end</p>

Sentence Starters

Modified from the following source: Graff, Gerald, and Cathy Birkenstein. *They Say / I Say: The Moves That Matter in Academic Writing*. New York: W.W. Norton &, 2010. Print.

<p><u>CAPTURING AUTHORIAL</u></p>	<p><u>INTRODUCING QUOTATIONS:</u></p>	<p><u>EXPLAINING QUOTATIONS:</u></p>
<p><u>ACTION:</u></p> <ul style="list-style-type: none"> ● X acknowledges that ___ ● X addresses ___ ● X adds that ___ ● X admits that ___ ● X advises ___ ● X agrees that ___ ● X argues that ___ ● X believes that ___ ● X begins by ___ ● X claims that ___ ● X comments that ___ ● X compares ___ ● X complains that ___ ● X concedes that ___ ● X confirms that ___ ● X contradicts ___ ● X declares that ___ ● X demonstrates that ___ ● X denies that ___ ● X disputes ___ ● X emphasizes that ___ ● X estimates that ___ ● X explains that ___ ● X exposes ___ ● X insists that ___ ● X implies that ___ ● X mentions that ___ ● X points out that ___ ● X predicts that ___ ● X observes that ___ ● X questions whether ___ ● X reassures us that ___ ● X refutes the claim that ___ ● X rejects ___ ● X reminds us that ___ ● X reports that ___ ● X responds to ___ ● X urges us to ___ ● X writes ___ 	<ul style="list-style-type: none"> ● X states, “ _____ ” ● According to X, “ _____ ” ● X himself writes, “ _____ ” ● In her book, _____ X maintains that, “ _____ ” ● In X’s view, “ _____ ” ● X agrees when she writes, “ _____ ” ● X disagrees when she writes, “ _____ ” ● X complicates matters further when she writes, “ _____ ” 	<ul style="list-style-type: none"> ● Basically, X is saying _____. ● In other words, X believes _____. ● In making this comment, X argues that _____. ● The essence of X’s argument is _____. ● X is insisting that _____. ● X’s point is that _____. ● It is clear that _____. ● This means _____. ● This shows _____. ● This proves that _____. ● This illustrates _____. ● This reveals _____. ● This highlights _____. ● This exemplifies _____. ● This example is evidence that _____.
	<p><u>CONCESSION TO THE OPPOSITION:</u></p> <ul style="list-style-type: none"> ● Although it is true that _____. ● Granted that _____. ● Of course, _____. 	<p><u>ADDING YOUR OWN COMMENTARY:</u></p> <ul style="list-style-type: none"> ● In other words, _____. ● What this really means _____. ● To put it another way, _____. ● In sum, then, _____. ● In short, _____. ● Although some readers may object to _____, it is _____.

Haven's No Excuse Spelling List

<u>6th GRADE WORDS:</u>	<u>7th GRADE WORDS:</u>	<u>8th GRADE WORDS:</u>
1. a lot	1. then	1. allowed
2. to	2. than	2. aloud
3. too	3. capital	3. passed
4. their	4. capitol	4. past
5. there	5. desert	5. stationary
6. they're	6. dessert	6. stationery
7. its	7. all right	7. die
8. it's	8. all ready	8. dye
9. now	9. already	9. lie
10. no	10. threw	10. lay
11. knew	11. through	11. weather
12. new	12. principal	12. whether
13. yours	13. principle	13. until
14. you're	14. surprise	14. till
15. where	15. accept	15. necessary
16. wear	16. except	16. believe
17. were	17. whose	17. receive
18. could've	18. who's	18. separate
19. should've	19. occasion	19. library
20. would've	20. tomorrow	20. accommodations

Titles in MLA Format

Capitalization:

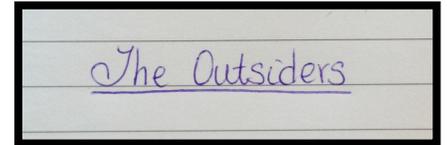
The standard conventions for capitalizing a title in MLA style are:

- The first letter of every word is capitalized except for articles, coordinating conjunctions, and prepositions.
- NOT capitalized:
 - Articles: **a, an, and the**
 - Coordinating conjunctions: **for, and, nor, but, or, yet, and so**
 - Prepositions: **on, above, below, to, and throughout**
- The first word is always capitalized, regardless of if it is an article or preposition.

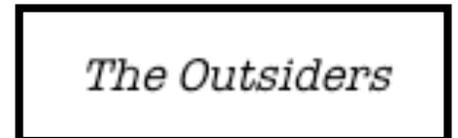
MARKING THE TITLE:

There are three possible ways to mark a title: the use of underlining/italics, quotation marks, or no mark at all.

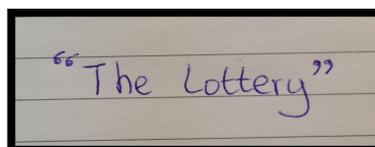
Underline in handwritten work: Novels, books, anthologies, magazines, newspapers, journals, films, TV shows, radio programs, websites, epic poems, pamphlets, sermons, albums, symphonies, ballets, paintings, sculptures, Supreme Court cases.



Italicize in typed work: Novels, books, anthologies, magazines, newspapers, journals, films, TV shows, radio programs, websites, epic poems, pamphlets, sermons, albums, symphonies, ballets, paintings, sculptures, Supreme Court cases.



Quotation Marks: Short stories, essays, chapter titles, individual articles, individual episodes of shows or programs, individual web pages, regular poems, individual songs, lectures, names of specific ships, and spacecraft/aircraft.



No Marks:

Religious texts, numbered musical compositions, type of ships, spacecraft/aircraft, legal documents, treaties, acts, and declarations.

Editing Marks

insert [#] space	insert space
<u>january</u> is a month	January is a month Capitalize
Summer is a season	summer is a season Lower case
dele a te	delete (if crossed through a lower-case letter)
Delete the entire line.	Delete
<i>something</i> Insert ^ here	Insert something here
the [car red]	the red car Transpose words
Tom Dick and Harry.	Tom, Dick and Harry. Insert comma and period
pages 142-57	pages 142-57 Close up space.
<u>thier</u> ^{sp}	Spelling incorrect
[Not a sentence.]	This is not a sentence. Check subject and verb.
<p><This is not a proper sentence it contains two complete ideas.> Divide run-on sentences into two separate shorter sentences.</p>	
¶	Start a new paragraph at this point.
<i>passive</i>	Passive construction (Rewrite in the active voice)
ww	Wrong word (Is this the meaning you intend?)
?	Sense unclear, vague, or unconvincing (Rewrite for clarity)
<i>awk</i>	Awkward construction (Correct grammar, style, or word usage)
X	Factual error or something dreadfully wrong (See the instructor if you are unsure why)