

## RESEARCH DOCUMENTATION: SETON SCHOOL

Seton School requires use of the MLA style, as taught in students' Warriner's Grammar and Composition texts, for all papers or projects using research. However, for Internet citations Seton allows use of its own simplified form. In addition, teachers collect pages of cited books, articles, etc. to check the accuracy of the research. Students usually photocopy book and magazine pages (and print Internet pages), marking or highlighting the information used in the paper.

### Documenting Sources in the Text of the Paper

In the paper itself, use parenthetical notes to indicate the source of the information. Immediately after the information or quotation taken from the source, place the author's last name and the page number, with no punctuation, in parentheses. Place this after quotation marks, if any, but before the period of the sentence. If the author is mentioned in the lead up sentence, his name does not appear in the parentheses. See examples below, including some types of works not in the Warriner's texts.

### The Works Cited Page

On a separate page at the end of the paper, list all cited sources on the Works Cited (Bibliography) page. List information in the order shown, with the punctuation shown, with works listed in alphabetical order according to authors' last names. Indent 2<sup>nd</sup> and subsequent lines in each entry. Double space between lines and between entries (not shown below).

### BOOKS

Author's last name, first name. Book title. City of publication: Publisher, publication date.

#### Examples (showing Works Cited entry and citations in paper)

##### A Book by One Author

Carroll, Anne. How to Take Notes in Class. Manassas, Virginia: Seton Press, 2007.

The author says that the first requirement for good note taking in class is a state of alertness: "No sleeping in class, even for seniors" (Carroll 17).

##### Two or More Books by the Same Author—shortened title in citation

Carroll, Anne. How to Take Notes in Class. Manassas, Virginia: Seton Press, 2007.

- - -. Multitasking: Learning to Bilocate. Manassas, Virginia: Seton Press, 2008.

"Not everyone can bilocate, but in cases of extreme need, the Lord may provide," said Carroll (Multitasking 21).

##### A Book by Two or Three Authors

Haggerty, Johanna and Jeanne Larsen. Teaching Languages Over the Ages. Manassas, Virginia: Seton Press, 2008.

One advantage that longtime language teachers have is that, unlike in biology, for example, they are teaching material which changes very slowly, if at all (Haggerty and Larsen 211).

##### A Book by Four or More Authors

VanderWoude, Daniel et al. Care of Gym Floors for Dimwits. Manassas, Virginia: Seton Press, 2008.

Radical raising and lowering of the temperature in a gym can cause condensation on metal overhead beams, resulting in "rain" on the gym floor (Vanderwoude et al. 178).

### A Book with an Editor

Scheetz, Peter, ed. Seton School Accreditation Documents. Manassas, Virginia: Seton Press, 2007.

The Seton library has a great deal of potential as a resource for hard-to-find spiritual works for students and parents, but that potential is still largely untapped (Scheetz, ed. 13).

### A Book with an Author and an Editor

Pennefather, Richard. Old Basketball Players Never Die. Ed. Daniel VanderWoude. Manassas, Virginia: Seton Press, 2008.

“Coaching girls is something I never expected to be my specialty,” said Pennefather, “but years of winning teams seem to tell me that it is” (56).

### An Anthology or Compilation

Cooper, Debbie, ed. Funny, Sad and Tragic Stories of School Office Life. Manassas, Virginia: Seton Press, 2008.

A Work in an Anthology - -Add inclusive pages (first page-last page) to end of citation.

deLatour, Eileen. “Footsteps on the Roof.” Funny, Sad and Tragic Stories of School Office Life. Ed. Debbie Cooper. Manassas, Virginia: Seton Press, 2008. 33-47.

“Office moms are called on to use all their senses and to be constantly alert,” said Eileen deLatour (33).

An Introduction, Preface, Foreword, or Afterword - - Add inclusive pages at end of citation.

Pennefather, Robert. Foreword. Disciplinary Styles in the Seton Classroom. By Seton Senior Class. Manassas, Virginia: Seton Press, 2008. xv-xvii.

“Seton seniors are most qualified to write a book on the varying styles of discipline used by the teachers whose classrooms they have occupied,” according to Pennefather (Foreword xv).

### A Signed Article in a Reference Book

Heisler, Timothy. “Pious Practices at Seton School.” Encyclopedia Setonnica . 2008 ed.

“Visitors to Seton have been struck with astonishment to see passing students drop to their knees at the sound of a small bell,” recalls Timothy Heisler, “followed by the appearance of a priest carrying the Eucharist” (Heisler 1066).

### Unsigned Article in a Reference Book

“Peter Westhoff.” Who’s Who of American Religion, English, Spanish and Math Teachers. 20<sup>th</sup> ed. 2007-2008.

Note: Additional types of books and periodicals can be found online or in MLA Handbook for Writers of Research Papers by Joseph Gibaldi.

## PERIODICALS

Author's last name, first name. "Article Title." Periodical Title Date: inclusive pages.

### A Signed Article from a Daily Newspaper

McCarthy, Ryan. "Seton Graduate: Hero in Iraq." Baghdad Times 24 Feb .2007, sec. 1: 17+.

### Unsigned Article from a Monthly Magazine

"Faithful for Life: The Effects of Real Catholic Higher Education." Vatican Monthly. Jan. 2007: 45-50.

## ELECTRONIC SOURCES: Seton Simplified Form

### Parenthetical Notes:

Author's Last Name (or first word or two of the article title if no author is given—check for authors at beginnings and ends of articles) followed by page number, within parentheses. If no page number is given on the site, students should number the pages of the article themselves, using the same numbers on printed out pages they turn in to their teachers.

Example: (Leslie 3) or ("The Case" 3)

### Works Cited / Bibliography:

Author's last name, first name. Name of article. Date the site was used <Complete Web address>

Example:

Leslie, Tim. "The Case Against Same-Sex Marriage." March 3, 2007  
<[http://www.catholicculture.org/docs/doc\\_view.cfm?recnum=5888](http://www.catholicculture.org/docs/doc_view.cfm?recnum=5888)>

Note: Teachers may require students to use the full MLA Internet form for projects and papers to be sent outside the school. Please find that form online or in the MLA Handbook for Writers of Research Papers by Joseph Gibaldi.