

SETON SCHOOL



RESEARCH DOCUMENTATION

For all papers written at Seton 2 forms of documentation are required: **parenthetical notes and a Works Cited page.**

Seton School requires use of the MLA style for all papers or projects using research. However, for Internet citations Seton allows use of its own simplified form.

**Please note that teachers often 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.

Parenthetical Notes: 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. See examples below. [Note: If the author's name is given in the sentence, it may be omitted from the parenthetical note.]

The Works Cited Page

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

PRINT BOOKS

Author's last name, first name. *Book Title*. Place of publication: Publisher, publication date. Print.
[Note: Italicize or underline book titles.]

Examples (showing Works Cited entry and Parenthetical Notes in paper)

A Book by One Author

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

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 parenthetical note. [Note: Author's name is in sentence, so it is not in parentheses.]

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

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

"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. Print.

One advantage that longtime language teachers have is that, unlike in biology, for example, they are teaching information 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 on a Budget*. Manassas, Virginia: Seton Press, 2008. Print.

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. Print.

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. [Note: Author’s name is in sentence, so it is not in parentheses.]

Pennefather, Richard. *Successful Coaching in High School*. Ed. Daniel VanderWoude. Manassas, Virginia: Seton Press, 2008. Print.

“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).

A Work in an Anthology - -Add inclusive pages (first page-last page of work) to end of citation, before “Print.” . [Note: Author’s name is in sentence, so it is not in parentheses.]

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. Print.

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

An Introduction, Preface, Foreword, or Afterword - - Add inclusive pages (first page-last page of article) to end of citation, before “Print.”

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

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

A Signed Article in a Reference Book [Note: Author’s name is in sentence, so it is not in parentheses.]

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

“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*. 20th ed. 2007-2008. Print.

Teachers in small schools often need to wear many hats, teaching in several departments (“Peter Westhoff” 291).

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

PERIODICALS

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

A Signed Article from a Daily Newspaper

McCarthy, Ryan. "Seton Graduates: Heroic Service in Iraq." *Baghdad Times* 24 Feb 2007, sec. 1: 17+. Print.

During the Iraq War, many graduates of Seton School in Manassas, Virginia, served bravely in the armed forces (McCarthy 18). [Note: Information is paraphrased, so no quotation marks are used.]

Unsigned Article from a Monthly Magazine

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

Graduates of authentic Catholic colleges are less likely to stop practicing their faith ("Faithful" 46).

WEB SOURCES

Articles, Stories, Books: Seton Simplified Form

Parenthetical Notes:

Author's last name (check for author at beginning and end of article) or first word or two of article title if no author is given, followed by page number, within parentheses. If no page number is given on the site, students should follow instructions of the teacher.

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

Works Cited:

Author's last name, first name. "Article Title." Web. Date the site was used <Complete Web address>

Example:

Leslie, Tim. "The Case Against Same-Sex Marriage." Web. March 3, 2007
<http://www.catholicculture.org/docs/doc_view.cfm?recnum=5888>

Note: Teachers may require students to use the current, complete 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*.

ELECTRONIC BOOKS

Parenthetical Notes:

Author's last name followed by chapter number, since page numbers are unreliable or absent.

Example: (Austen ch. 9)

Works Cited:

Use the format for print books, above, but instead of "Print", at the end of the entry place the type of reader or file, e.g. Kindle File or, if the type is not known, Digital File.

IMAGES

Photographs, Artwork, Graphics

To cite an image/reproduction of a work of visual art from a print source, follow this format:

Artist's last name, first name. *Title of Artwork*. Year created. Name of institution/private collection housing artwork. *Title of print source*. Author/editor's first name, last name. Place of publication: Publisher, year. Page/plate number. Medium.

Example:

Eakins, Thomas. *Spinning*. 1881. Private collection. *Thomas Eakins*. Ed. Darrel Sewell. Philadelphia: Philadelphia Museum of Art in assn. with Yale UP, 2001. Plate 91. Print. [Note: Italicize or underline works of art.]

To cite an image/reproduction of a work of visual art from the Web, follow this format (Seton simplified form):

Artist's last name, first name. *Title of Artwork*. Web. Date the site was used <Complete Web address>

Examples:

Koul, Anirudh. *Golden Gate Bridge*. Web. 1 June 2011 <<http://www.flickr.com/photos/anirudhkoul/2535955996/>>.

NOTE: SOME OF THE INFORMATION ABOVE ON IMAGE AND ART DOCUMENTATION IS FROM THIS SOURCE:

http://elmo.academyart.edu/reference-help/tours_and_tutorials/AAU_Image_Citation_Guide.pdf

Image Captions:

Place a caption below the image (unless the teacher wants it elsewhere, such as on the back of a poster). Begin with the abbreviation for Figure followed by an assigned Arabic numeral (Fig. 1) and a brief description.

Example:

Fig. 1. Smith, John. *St. Joseph and the Boy Jesus*. 1865.

[Note: Instead, in the Caption you may give complete Works Cited information in the form shown above for print or Web media. In that case, you may omit the Works Cited entry. Begin Caption with Fig. 1 or whatever number you assign the image. Follow the instructions of your instructor.]