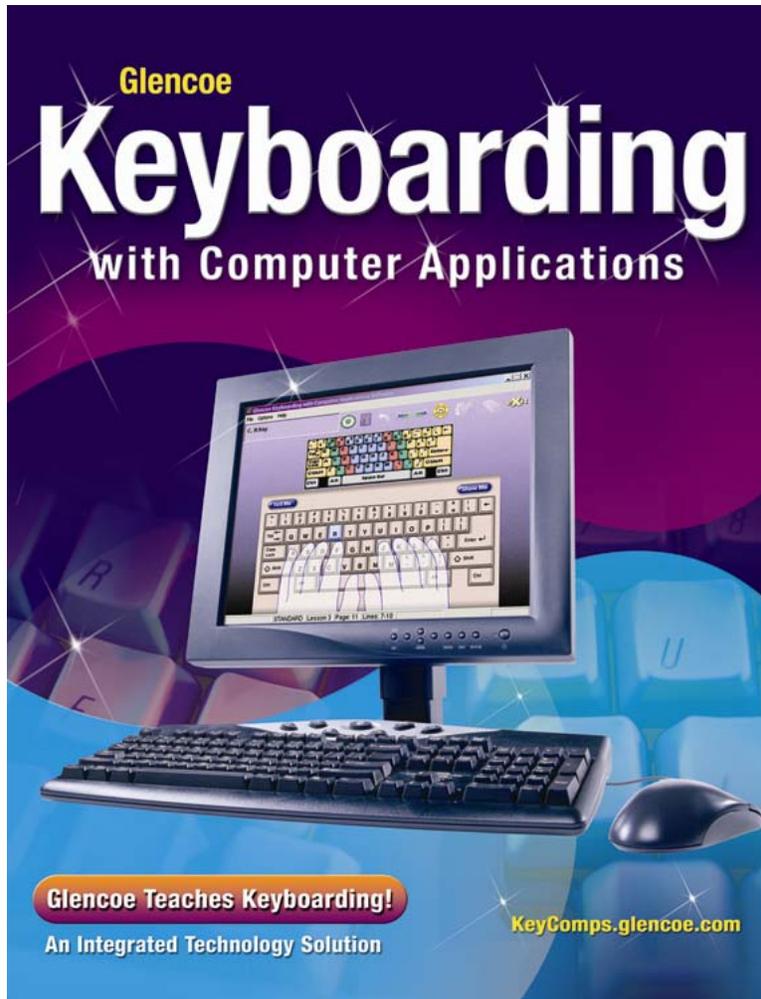


Academic Report Format Guide



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This guide was prepared to be used primarily as a format guide for the academic reports appearing in *Glencoe Keyboarding with Computer Applications*. The information included in this guide is based on the Modern Language Association's style. However, this guide is not a work of the MLA, nor is it intended to replace more complete information found in the MLA Handbook.

This guide has been designed so that it may be printed and placed in a three-ring binder for easy storage and quick reference.



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Academic Report Format Guide
Glencoe Keyboarding with Computer Applications

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Formatting an Academic Report

The MLA (Modern Language Association) style is commonly used for academic reports. This formal guide presents information about using punctuation, using quotations, and documenting sources for reports, as well as how to format the report.

Use the following guidelines to set up the margins, spacing, and heading for an academic report in MLA style. Figure 1 shows the first page of an academic report in MLA style. Figure 2 shows the second page.

Margins and Spacing

To format a report in MLA style:

1. Use 1-inch top, bottom, and side margins.
2. Double-space the entire report.
3. Indent paragraphs 0.5 inch.
4. Indent quotations that are four lines or longer one inch from the left margin.

Heading and Title

The heading appears on the first page of the report and takes the place of a title page. To format a heading in MLA style:

1. Key the heading information (your name, your teacher's name, the class name, and the date) on separate lines at the left margin.
2. Key the date in military style: 10 May {year}.
3. Begin the title a double space below the heading. Center and key the title with initial capital letters for each important word.

Page Numbering

In an academic report, all pages are consecutively numbered.

1. Position the page number in the upper right-hand corner, flush with the right margin. Leave a 0.5-inch top margin. (Place the page number in the header, if necessary.)
2. Key your last name, followed by a space, and then key the page number.

Figure 1. Academic Report in MLA Style, page 1

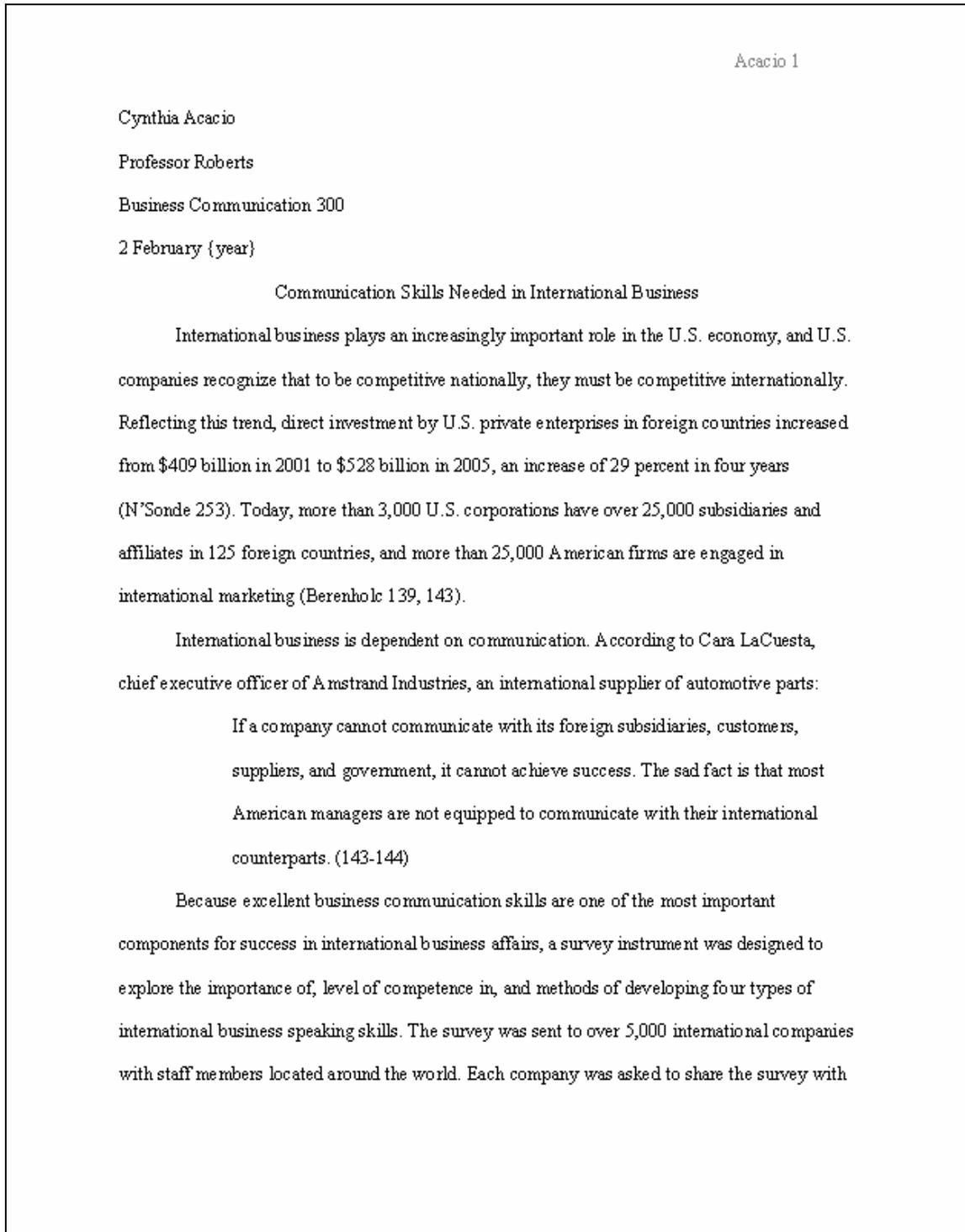
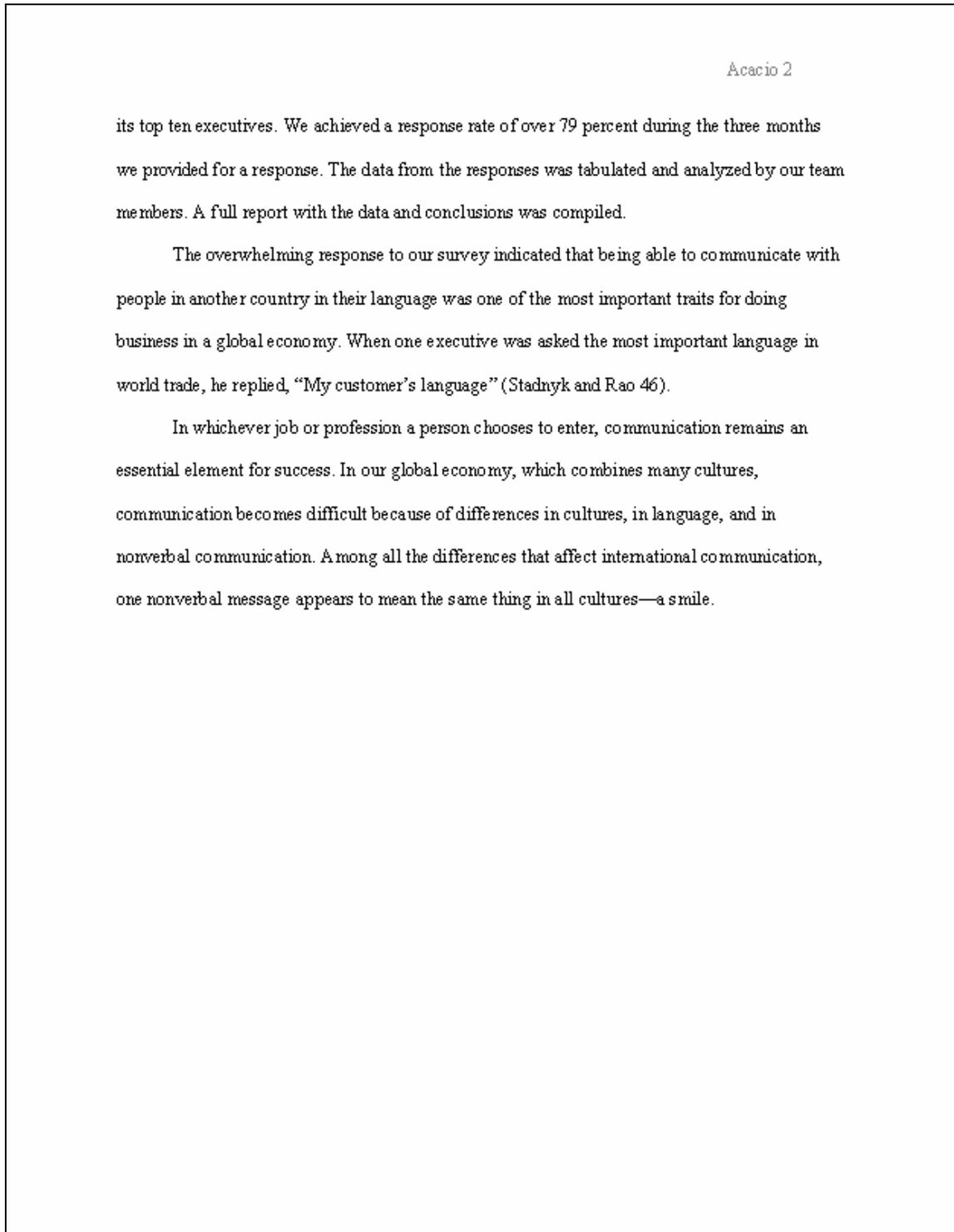


Figure 2. Academic Report in MLA Style, page 2



Formatting Parenthetical References

When you use facts, ideas, and information of others in a report, you must give credit to those people. One way to cite sources is to include parenthetical references within the body of a report. In this style, a quotation is followed by the author's or the source's name in parentheses.

Follow these guidelines to format parenthetical references:

1. Include the author's or source's name and, when appropriate, the page number(s) of the source in parentheses; for example, (Anderson 168-170).
2. If the author's or source's name is used before the quote, include only the page number(s) in parentheses; for example, (233-234).
3. If there are two or three authors of the source, include all authors' names in parentheses; for example, (Durkee, Bender, and Massen 121).
4. If there are four or more authors, include the first author's name followed by *et al.*; for example, (Martin et al. 215-217). The abbreviation *et al.* stands for "and others."
5. If there is no author, include a shortened version of the title and the page number(s) in parentheses; for example, (Workplace Ethics 35).

Formatting Quotations

Quotations are necessary to use when it is important to show the exact words that someone wrote or spoke. An academic report may include short or long quotations.

Short Quotations

Short quotations are less than four lines. To format short quotations:

1. Enclose direct quotations in quotation marks. Do not use quotation marks with indirect quotes or paraphrased remarks. (A paraphrased remark is a restatement of someone else's words using your own words.)
2. Key the parenthetical reference one space after the closing quotation mark or the last word of an indirect quote. Key the ending punctuation mark after the reference.
Example: "...when voice recognition is used" (Sullivan 74).

Long Quotations

Long quotations contain four or more lines. To format long quotations:

1. Do not use quotation marks.
2. Indent the quote one inch from the left margin.
3. Key the parenthetical reference one space after the ending punctuation mark.
Example: ...in the next five years. (Cochran 114)

See Figure 3 for an example of a long quotation within an academic report.

Figure 3. Long Quotation within an Academic Report

Evans 1

Miguel Evans
Professor Nathan
American Government
10 May (year)

Employee Absenteeism

“Absence makes the heart grow fonder” (Bayly 1). This quote may apply to the absence of a loved one; however, it is not true in the case of employee absence. Haddad reveals in her book, Employee Basics, that much money is lost each year due to employee absence (79-85).

Some feel that a paycheck is enough incentive to come to work. Others feel that what happens once employees arrive can increase absenteeism. Hawken writes in his book, Management by Communication:

It will help to work with employees rather than manage them and to keep open lines of communication. There is no greater obstacle to successful communications than the refusal of a manager to willingly communicate with those who are under his or her direct line of control and an unwillingness to practice this activity on a day-to-day basis. (22-23)

Employers have studied reports explaining why employees are absent. They have found that lack of good quality child care is one big factor. In response to this need, some employers have set up child care facilities at the work site (Stone and Burlingham 47).

The solution to the problem of employee absenteeism will take effort on the part of both workers and employers. Workers must understand how their job performance affects business success—and whether or not they will even have a job. Employers need to continue to try to help employees overcome factors that cause them to be absent.

Formatting a Works Cited Page

Academic reports prepared in MLA style contain a works cited page, an alphabetical list of all the sources the writer has cited. The works cited page appears at the end of the report. Figure 4 shows a sample works cited page.

To format a list of works cited:

1. Begin on a new page, continuing the header with the page number from the report.
2. Use the same side margins as in the report, and use double spacing.
3. Center and key the title Works Cited in initial caps approximately one inch from the top of the page.
4. Arrange the list alphabetically by authors' last names; for example:
Demarco, Anthony
DeMoyne, Catherine
Lane, Eric, et al.
Murray, Susan
5. Begin each entry at the left margin, and indent carryover lines 0.5 inch (use a hanging indent).

Figure 4. Works Cited Page in MLA Style

Acacio 5

Works Cited

Berenholz, Fatima. "Reading Body Language Cues." Management In Depth Feb. 2006: 138-153, 184.

LaCuesta, Cara. Grow a True International Corporation. Philadelphia: Business International Press, 2006.

N'Sonde, Corinne J. "Developing Global Business Implications: Now Is the Time." Market Research Monthly 78 (2005): 236-281.

Stadnyk, Douglas S., and Theda Rao. "Lost in Translation: A Growing Issue." Daily Times Herald 24 Oct. 2005: 4A+.

"Truth-Telling: Conducting Business Efficiently in Today's Russia." New International Journal 28 Jan. 2006: 47.

"Twenty Ways to Grow Your International Partnership." UW-UG Business Department Online. 2005. University of Wisconsin-Union Grove. 14 Dec. 2005 <<http://www.uwug.edu/business/international.html>>.

Documenting Sources for Works Cited

A works cited page will cite various sources of information, including books, articles in periodicals, CD-ROMs, databases, and Web pages.

Books

In general, works cited entries for books contain the author's name, the title of the book, and publication information—city of publication, publisher's name, and year of publication.

A Book by One Author

Begin the entry with the author's name, last name first, followed by a period. Next, list the title of the book, which is underlined. End the entry with publication information: the name of the city (followed by a colon), the name of the publisher, and the year of publication. Use the publisher's name that appears on the title page, and list the city that appears first on the title page. Use the year of publication from the copyright page.

Fuensanta, Janet R. Job Hunting for the Recent Graduate. Chicago: Fontaine and Folliard Publishing, 2007.

Jankauskas, Rob. Introduction to Computers. 3rd ed. New York: Meadowland Books, 2008.

Two or More Books by the Same Author

When listing two or more books by the same author, key the name in the first entry only. For the second and subsequent entries, key three hyphens in place of the name. These three hyphens represent the name that appears in the preceding entry. When listing two or more books by the same author, arrange the entries alphabetically by title.

Tulloch, Audrey H. Your Guide to International English. San Francisco: Reed, 2004.

---. Your Guide to International Business English. San Francisco: Reed, 2007.

A Book by Two or More Authors

For a book written by two or more authors, list the names in the same order as they appear on the title page. Only the first author's name is listed last name first. All other names appear in normal order. Put a period after the last name.

Alford, Gina, James Baez, Kristin M. Reusch, and the Society of American Lexicographers. The Building Blocks of English. New York: Hapax Legomena Press, 2007.

An Anthology

An anthology is a collection of stories, bibliographies, or other information that is compiled in one book. The entry begins with the name of the editor or compiler, last name first, followed by a comma and the abbreviation *ed.* (editor) or *comp.* (compiler).

Fiala, Naomi, and Nicole Robbins, eds. Historic Elections in the United States. Detroit: Quinteros Research, 2007.

An Article in a Reference Book

“Computer.” The World Reference Encyclopedia. 2007 ed.

A Government Publication

If the author of a government publication is unknown, give the name of the government agency that produced the document. Begin with the name of the government, such as *New York State*. Then list the name of the government agency. Underline the title of the document, followed by the publication information. For publications of the U.S. government that are printed by the Government Printing Office, use the abbreviation *GPO* for the name of the publisher.

United States. Bureau of Labor Statistics, U.S. Department of Labor. Occupational Outlook Handbook, 2007-08 Edition. Bulletin 2500. Washington: GPO, 2007.

Articles in Periodicals

Periodicals are publications that are printed on a regular basis, such as daily, weekly, or monthly. Magazines, newspapers, and scholarly journals are examples of periodicals.

List the author’s name, last name first, and put the title of the article in quotation marks. Next, list the title of the periodical (underlined), the volume and issue number if given, the year published (in parentheses), a colon, and the page numbers of the article followed by a period.

An Article in a Scholarly Journal with Continuous Pagination

If the periodical has a volume and issue number, list the volume number after the name of the periodical, followed by a period and the issue number.

Lai, Joshua. “The Impact of School Starting Time on Students and Parents.” Journal of Education Trends 80.5 (2006): 340-345.

An Article in a Scholarly Journal That Renumbers Each Issue

Grino, Natacha. “An Analysis of Gender Bias in Computer Clip Art.” Human Resources Professional Quarterly 60.3 (2008): 47-68.

A Newspaper Article

List the name of the newspaper just as it appears on the masthead on the front page. Do not include an introductory article that begins the title; for example, enter *Wall Street Journal*, not *The Wall Street Journal*.

In the publication information, list the day, month, and year in military date style without any commas. Abbreviate the names of all months except May, June, and July; for example, *6 Apr. 2008*. When listing page numbers, list the number of the newspaper section (A, B, C, and so on) followed by the page number or numbers for the article.

Mandal, Ashley. "A Computer for Every Student." Portland Dispatch 9 Oct. 2007: B5.

An Article in a Weekly Magazine

Lucas, Seth. "Outstanding High Schools." Education Weekly 18 Jan. 2008: 38-47.

An Article in a Monthly Magazine

For a magazine published monthly, there is no need to list the volume and issue number.

Tong, Angela. "Mummies—An Inside Look." Museums Feb. 2007: 58-68.

An Editorial

Key the word *Editorial*, followed by a period, after the title of the article.

Dhar, Aaron. "Keep Local Businesses Profitable." Editorial. Milwaukee Journal-Sentinel 17 Dec. 2007: D1.

Other Sources

Besides print materials, other sources of information for academic reports include film or video recordings, sound recordings, CD-ROMs, databases, and Web pages.

A Film or Video Recording

Begin the entry with the title of the film or video, and list the director, the distributor, and the year. Underline the title. The names of the writer, performers, and producer also may be included. Use abbreviations such as *Dir.* (Director), *Narr.* (Narrator), and *Prod.* (Producer).

Today Is the Day. Dir. Jeffrey Luis. Prod. Christina Green. 805 Productions, 2008.

A Sound Recording

The entry may begin with the name of the performer, composer, or conductor, depending on the emphasis needed. Include the title of the recording or the titles of the works on the recording. Give the name of the manufacturer and the year the recording was issued. If the entry refers to a specific song, put quotation marks around the song title.

Mozart, Wolfgang Amadeus. "Overture from 'The Marriage of Figaro.'" Young Musicians of Salzburg. Cond. Sir Zaniah Renaut. Hatakeyama Classical Recordings, 2006.

Online Sources

There are a variety of sources on the Internet that may be used in research for an academic report. Such sources may include personal or professional Web pages, magazine articles, and online databases.

A citation for an online source should contain as much of the information from the following list as applies to the site. The goal is to give the reader enough information so that he or she could access the site based on the information given in the citation.

Follow these guidelines to format works cited entries for online sources:

1. Give the name of the author, editor, compiler, or translator of the work. List the last name first, followed by the first name. Use an abbreviation after the name if needed (*Ed.* for editor, *Comp.* for compiler).
2. List the title of the article, poem, story, or work within a database or periodical in quotation marks. For a posting to a discussion list or forum, give the title that appears in the subject line, followed by the words *Online posting*.
3. Underline the title of a book.
4. Underline the title of the project, database, periodical, professional site, or personal site. If the site is a personal or professional site that does not have a title, use the words *Home page*.
5. List the version number of the source if one is given. If the source is from a scholarly journal, give the volume and issue number.
6. Give the date that the work was published electronically, the date of the posting, or the date of the latest update, in military style.
7. If the work is a posting from a discussion list or forum, list the name of the forum.
8. List the number range or total number of pages, paragraphs, or sections, if given.
9. Include the name of any organization or institution that sponsors or is associated with the Web site.
10. Give the date that the researcher accessed the source, in military style.
11. List the electronic address, or URL, of the source. Use angle brackets < > to enclose this information.

A Professional Site

Job Resources for Business Communicators. Ed. Kelly Ngo. Updated 22 Oct. 2007. 24 Oct. 2007 <<http://www.uwug.edu/jobguide/index.html>>.

An Article in an Online Journal

D’Ascoli, Peter. “The Twins of Plautus: Nature Versus Nurture.” Journal of Literary Studies 12.1 (Dec. 2006): 2.1-12. 8 Nov. 2007 <<http://purl.oclc.edu/jols/12-1/dascoli.html>>.

An Article in an Online Magazine

Tesovic, Veda. “Effective Usability Testing for Web Sites.” User-Friendly HTML 1 Feb. 2008. 2 Feb. 2008 <<http://wdvl.edu/usability/testing/sites>>.