

# Research Paper: MLA Style



**NOTECARDS**  
**MLA FORMAT**  
**WORKS CITED**

# Steps in the process



- Locate sources of information
  - Links on library webpage
  - READ!!!
- Create source cards
- Create summary card and notecards for each source
- Create outline
- Notecards by topic
- Write paper using parenthetical citations
- Works Cited Page

# What are Source Cards?

First, you will need a source card. This is how you will keep track of where you got each piece of information.

\*If any information is missing from your source, skip that portion of the citation and move onto the next available piece of information. See notes about "Publisher's Name" and "Publication Date".

Your source card should like something like this

Source Card Number			
Author's Last Name, First Name.	"Title of Article."	Title of Publication.	
	Publisher's Name,	Date of Publication.	Medium of Publication.
	Date Accessed.		

Any line after the first line in your citation should be indented about a thumb space.

If this information isn't available, use the abbreviations "n.p." or "n.d."

Refer to your handout from Ms. Taft for information on how to format your citation.

# Sources of Information



## Grady High School Library Webpage

Hint: Google “*Grady High School*”, go to *Media Center Tab*.

Passwords:

GALILEO: ***coast***

Gale: ***grady*** from school,  
***remote*** from home.

# Sample Source Card GALILEO Article



#1

Gray, Eliza. "Wage Warrior." *Time* 183.9 (2014):  
38. *Academic Search Complete*. Web. 16  
Apr. 2014.

# Sample Source Card with Summary



Your summary notecard should include the following information: Section title (in this case "summary"), Source Number, and a summary *written in your own words*.

Summary

#1

Rick Berman is the leading PR point person for the fight against raising the minimum wage. He argues that raising the minimum wage will cost jobs and hurt the economy

# Sample Source Card eReference Book (Gale)



#2

"The Debate on Minimum Wage Laws." *Open for Debate*. Vol. 27: Workers' Rights. Tarrytown, NY: Marshall Cavendish, 2009. *Gale Virtual Reference Library*. Web. 16 Apr. 2014.

# Sample Source Card with Summary



## Summary

#2

In 1938, Congress passed the Fair Labor Standards Act FLSA which established a federal minimum wage for all employees and also set standards for compensation for working more than 40 hours per week. Workers who worked longer than 8 hours are to be compensated “time and a half” or the minimum plus half for every hour over 8 hours. Workers who worked longer than 12 hours are to be compensated double minimum wage. These rules are exempt for management, executives, secretaries, and other administrative jobs. Consequently, many employers now reclassify jobs to avoid paying over-time.



# Sample Source Card Website



#3

“History of Federal Minimum Wage Rates Under the Fair Labor Standards Act, 1938 – 2009”. *United States Department of Labor*. United States Department of Labor. n.d. Web. 16 April 2014.

# Sample Source Card with Summary



**Summary**

**#3**

Table showing history of minimum wages increases 1938-2009

# MLA Research Outline

Based on your preliminary reading and source summaries, create an outline for your paper.

It should look like this. 

	<u>Your Topic</u>	Name Class Period # Date
<input type="radio"/>	I. Section 1	
	a. Fact/Information	
	b. Fact/Information	
	II. Section 2	
	a. Fact/Information	
<input type="radio"/>	III. Section 3	
	a. Fact/Information	
	IV. Section 4	
	a. Fact/Information	
	V. Section 5	
	a. Fact/Information	
<input type="radio"/>		

# What should my notecards look like?



Your notecards should include the following information: Section Title, Source Number, and 1 Fact or Piece of Information from your source.

This should match the section title from your outline

Section Title	#
Information and/or Fact	

This should match the source card number.

Only 1 fact per card.

# Sample Note Card by Section Title



small business vs. government regulation

#1

*Section title*

*Source number*

Rick Berman is head of a PR firm that has ties to the restaurant industry and is responsible for many campaigns including the response to an e coli outbreak that attempted to reframe the issue as an example of existing standards that were working well. (Gray)

*The parenthetical citation uses the “signal word” or first word for the citation on your works cited page. Include the page number if available. (Internet sources may not have a page number.)*

# Works Cited



"The Debate on Minimum Wage Laws." *Open for Debate*. Vol. 27: Workers' Rights. Tarrytown, NY: Marshall Cavendish, 2009. *Gale Virtual Reference Library*. Web. 16 Apr. 2014.

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