

**Austin Independent School District  
1111 West 6<sup>th</sup> St  
Austin, TX 78703**



# **Middle School Keyboarding Student Study Guide**

**For  
Credit by Exam and Proficiency Exam**

**2005**

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Note: Information contained in this study guide was compiled from the available District textbook. Century 21 Keyboarding, Format and Document Processing by Jerry W. Robinson, Ed.D. et.al. 5<sup>th</sup> edition 1993 South-Western Publishing Company, Cincinnati, Ohio

## **Section One**

### **Keyboarding**

#### **Texas Essential Knowledge and Skills (TEKS)**

## Texas Essential Knowledge and Skills ([www.tea.state.tx.us](http://www.tea.state.tx.us))

### §120.26. High School Keyboarding

- (a) General requirements. Successful completion of a district-level proficiency test can be accepted as the equivalent for a prerequisite of one-half credit in Keyboarding. This course is recommended for students in Grades 9-10.
- (b) Introduction. Students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.
- (c) Knowledge and skills.
  - (1) The student applies the proper keyboarding technique to input data when using the computer or typewriter keyboard. The student is expected to:
    - (A) Demonstrate correct posture and position at the keyboard;
    - (B) Demonstrate proper care and operation of equipment used;
    - (C) Demonstrate the correct touch-system techniques for operating alphabetic keys;
    - (D) Demonstrate the correct touch-system techniques for operating numeric and symbol keys;
    - (E) Demonstrate the correct touch-system techniques for operating the ten-key numeric pad; and
    - (F) Demonstrate the correct use of the command and function keys.
  - (2) The student formats and prints documents, for example, personal and business letters, short reports, outlines, and compositions. The student is expected to:
    - (A) Demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material;
    - (B) Demonstrate the ability to compose at the keyboard;
    - (C) Demonstrate the ability to proofread;
    - (D) Identify the parts of a personal and business letter;
    - (E) Format personal and business letters and envelopes;
    - (F) Format all pages of a report, including a cover/title page, and a reference/bibliography page;
    - (G) Format an outline; and
    - (H) Demonstrate mastery of basic grammar, including use of punctuation marks, keying of numbers and symbols, and capitalization when composing.
  - (3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:
    - (A) Demonstrate improvement in speed and accuracy;
    - (B) Demonstrate ability to proofread;
    - (C) Demonstrate ability to use the backspace key and correct errors;
    - (D) Apply speed and accuracy in production of documents; and
    - (E) Demonstrate mastery of basic grammar, including use of punctuation marks and capitalization.

*Source: The provisions of this §120.26 adopted to be effective September 1, 1998, 22 TexReg 4985*

## **Section Two**

### **Performance Standards**

# AISD Keyboarding Examinations

## Credit by Exam and Proficiency Exam

### **Performance Standards**

The exam must be completed within 2 hours and consists of the following parts:

- A. Speed and Accuracy Timed Writing
  - B. Keyboarding Technique
  - C. Format & Type a Letter
  - D. Format & Type a Report/Paper with a Title Page and Bibliography
  - E. Format & Type an Outline
- 

- A. Speed and Accuracy Timed Writing
  - The diagnostic section of MicroType will be used for the timed writing.
  - The keyboard will be covered or keyboard keys will be mixed.
  - The student will be given two 3-minute warm up writings.
  - The student will be given a two 5-minute writings for testing.  
(The better of the two will be counted with one error per minute allowed.)
  - A minimum of 25 words per minute is required on the Keyboarding Proficiency Exam in order for the rest of the exam to be administered. (25 words/5 errors)
  - A minimum of 30 words per minute is required on the Credit by Exam in order for the rest of the exam to be administered. (30 words/5 errors)
- B. Keyboarding Technique
  - Posture
  - Eye position
  - Keying properly – hand/finger position
- C. Letter (Business)
  - The student must know parts of a letter and proper order
  - The student must know the three styles of a letter
  - The student must know how to format/align the letter
  - The student must know three types of punctuation used in a business letter
  - The student must know how to recognize/read proof reader marks
- D. Paper
  - The student must know the difference between an unbound and bound report
  - The student must know how to format the paper
  - The student must know how to format Title page
  - The student must know how to format a References/Bibliography page
  - The student must know how to recognize/read proofreader marks
- E. Outline
  - The student must know how to format an outline

### **Mastery Levels**

A score of 80% on Parts B, C, D and E is needed to demonstrate proficiency on the AISD Keyboarding Proficiency Exam.

A score of 90% on Parts B, C, D and E is needed to meet the credit by exam requirement for high school credit.

## **Section Three**

### **Proper Keyboarding Posture and Technique**

## Proper Keyboarding Posture & Technique

Good posture is vital to learning to key well. It also helps to avoid serious injury in the future, such as back, neck, wrist, hand and eye problems. Below are eight guidelines of good form. Study them and observe them as you type.



1. Table free of unneeded books, papers, and writing instruments
  2. Front edge of the keyboard about 1-3 inches from the edge of the desk
  3. Body centered opposite the “h” key, 6-8 inches from the front frame of the keyboard (adjust as necessary due to your height)
  4. Body seated back in chair, shoulders back and straight, but not to where it hurts
  5. Elbows held near the body, hanging naturally at your side
  6. Wrists held low with forearms parallel to the slant of the keyboard, but not resting on the table or the keyboard
  7. Feet flat on the floor in front
  8. Fingers curved and on home row
- When keying keep fingers curved. Hold your hands directly over the keys. Turn your wrists slightly inward to straighten fingers
  - Do not allow the wrists to point outward toward the pinkies
  - Do not raise your wrists upward
  - Use the tips of your fingers to strike the keys lightly
  - Do not flick the space bar—tap lightly
  - Lightly touch the keys—do not press your tips into the keys
  - Keep the fingers close to “home”—return your fingers to home row after reaching to key

### Key Stroking Technique

- Strike the keys with light, quick sharp movements using the tip of the finger only
- Make sure only one finger at a time leaves its home row position (Use anchor technique)
- Return to home row position after striking keys
- Always keep fingers not being used on the home row
- Use the correct fingers to strike the keys
- Gently tap the space bar with either thumb in an up and down motion—be careful not to glide your thumb across the bar to cause a “flicking” sound

### Enter & Backspace Key Technique

- ✓ Reach pinky to the right to strike
- ✓ Quickly tap and return to the home key
- ✓ When reaching for the backspace key, keep at least two fingers on the home row

## **Section Four**

### **Helpful Typing Tutorials**

## Helpful Typing Tutorials

These tutorials will assist students in preparing for the speed and accuracy part of the keyboarding exams. The proficiency goal is 30 words per minute (WPM) with one error per minute. The time writings range from 3 to 5 minutes.

### **Websites:**

[www.topsy.ort/keyboarding.html](http://www.topsy.ort/keyboarding.html)

This site has links to other sites as well as downloadable programs

[www.typingmaster.com](http://www.typingmaster.com)

This site has a good on-line typing test

[www.learn2type.com](http://www.learn2type.com)

This site has lessons and an on-line typing test

[www.quazart.org/newtyping](http://www.quazart.org/newtyping)

This site is a good site and has a Spanish version available

### **Typing Products:**

Check Half-Price Books, Staples, Office Depot, Office Max or Amazon.com for purchasing these products

**Mavis Beacon Teaches Typing** (Several editions available, the current edition is 16)  
Teaches keyboarding, has games and typing tests

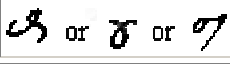




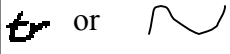
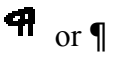

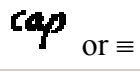
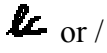

**Typing Tutor** (Several editions available, the current edition is 10)

**Roller Typing** (Check Amazon.com)  
Teaches keyboarding, has games and typing tests

## **Section Five**

### **Common Proofreader Marks**

## Common Proofreader Marks

Symbol	Meaning	Example
	delete	take <del>it</del> out
	close up space	print as <u>one</u> word
	delete and close up	<del>close</del> up
	Insert (caret symbol) used on the top or bottom of a line when inserting words—when inserting punctuation, the top or bottom placement tells the typist what type of punctuation to use.	insert here <i>(something)</i>
	insert a space	Put on <sup>#</sup> here
	Transpose (switch the words or letters)	change / order <u>the</u>
	begin a new paragraph	¶¶ The air was cool. The sky was blue.
	spell out	set <u>5 lbs.</u> as five pounds
	set in CAPITALS	set <u>nato</u> as NATO
	set in lowercase	set <del>South</del> as south
	Replace a word or letter	File next <sup>week</sup> year

## **Section Six**

### **Typing a Letter**

## Typing a Letter

### I. TYPES OF LETTERS

#### A. Business

1. Used to get something done
2. Three basic formats

#### B. Personal/Business

1. Less formal
2. Used for requesting information, correcting billing errors, thank you to business, etc.

### II. PARTS OF A LETTER

#### A. Return Address

1. For Business Letters (Heading or stationery letterhead)
  - a. Writer/Sender's name or Company Name
  - b. Street Address
  - c. City, State (State spelled out or 2 letter abbreviation) and Zip code
  - d. Phone number and/or Email Address (if applicable)
2. For Personal Business Letters (2 Line address at end of letter)

#### B. Date (Always spelled out)

#### C. Reference Line (optional/if needed)

1. Customer Number
2. Account Number
3. Product Numbers
  - a. These are used to help identify you or the product to aid the company in processing your request quickly

#### D. Inside Address (Also known as recipient address—the person receiving the letter)

1. Recipient's full name
2. Company or Organization Name
3. Street Address
4. City, State (State spelled out or 2 letter abbreviation) and Zip code

#### E. Salutation

1. Dear
2. Recipient's title (Mr. Mrs., Dr. etc.)
3. Recipients last name OR position title if name not known
4. End with proper punctuation (See section IV)

#### F. Subject Line (optional/if needed)

1. Optional in business letters
2. Used to ensure the letter gets to the right place and handled by the right person

#### G. Body

1. Single spaced
2. One space after all punctuation
3. Double spaced between paragraphs
4. No more than six to eight ***lines*** per paragraph (used for composing)
5. Each paragraph contains ***one*** idea or purpose (used for composing)

- H. Complimentary Close
1. The polite sign off in any letter
  2. Use one or two words—If using two words capitalize the first word only
  3. Follow the closing with correct punctuation
  4. Enter 4 times after typing the closing
  5. Examples of business closes:
    - a. Sincerely
    - b. Sincerely yours
    - c. Respectfully
    - d. Cordially
    - e. Regards,
    - f. Kind regards
    - g. Yours truly
  6. Examples of social closes:
    - a. Best wishes
    - b. All the best
    - c. Very truly yours
    - d. Warmly
    - e. Fondly
    - f. Faithfully
    - g. Affectionately
    - h. Your friend
    - i. As ever
    - j. Always
    - k. With love
    - l. Love
- I. Signature Block
1. Writer's full name typed
  2. Writer's title under typed name (Business Letter) **OR**
  3. Writer's 2 line address under full name typed (Personal/Business Letter)
  4. Signature of writer in the blank space between the complimentary closing and the typed name
  5. The signature can be casual
- J. Typist's Initials
1. Typed in lower case
  2. First and Last initial used
  3. If the writer of the letter IS the typist, then no initials are used
- K. Notations
1. Enclosures: indicate something is enclosed in the letter
    - a. Enclosure(s)
    - b. Enc(s)
    - c. Enclosure: item enclosed (i.e. Enclosure: check)
    - d. Item Enclosed (i.e. Check Enclosed)
  2. Attachments
    - a. Attachment(s)
    - b. Attached: item attached (i.e. Attached: copy of receipt)
    - c. Copy of item attached (i.e. Copy of receipt attached)
  3. Copies
    - a. Copy: followed by person receiving copy (i.e. Copy: Janet Jones)
    - b. You may also just type a "c" followed by a colon and the person's name (i.e. c: Janet Jones)

4. To send multiple copies, just change copy to copies and list the names or type two c's. (i.e. Copies: Janet Jones, James Brown; or cc: Janet Jones, James Brown)
5. Request a response
  - a. RSVP
  - b. Please respond
  - c. Regrets only
6. Indicate that something else has been sent:
  - a. Under separate cover: item (i.e. Under separate cover: photographs)
  - b. Item coming under separate cover (i.e. Photos coming under separate cover)

### III. BUSINESS LETTER STYLES

- A. Block
  1. **All** text **left** aligned
  2. DS between paragraphs
  3. DS between all major parts of letter except:
    - a. After complimentary closing (QS)
    - b. After the date (QS)
- B. Modified block
  1. Text left aligned EXCEPT date line, complimentary close and typed signature line are tabbed to the 3-inch mark on the ruler bar
  2. DS between paragraphs
  3. DS between all major parts of letter except:
    - a. After complimentary closing (QS)
    - b. After the date (QS)
- C. Modified semi-block
  1. Text left aligned EXCEPT date line, complimentary close and typed signature line are tabbed to the 3 mark on the ruler bar
  2. Indent paragraphs
  3. DS between paragraphs
  4. DS between all major parts of letter except:
    - a. After complimentary closing (QS)
    - b. After the date (QS)

### IV. BUSINESS LETTER PUNCTUATION

- A. Standard punctuation (Used most often in personal/business letters)
  1. Comma after salutation
  2. Comma after complimentary closing
- B. Open punctuation
  1. No punctuation after salutation
  2. No punctuation after complimentary closing
- C. Mixed punctuation (Used most often in business letters)
  1. Colon after salutation
  2. Comma after complimentary closing

## V. BUSINESS LETTER FORMAT

- A. 1-inch top, bottom, left and right margin
- B. 0.5 inch top when creating Letterhead using WordArt
- C. Font: Times New Roman 12-pt. or Arial-12 pt.
- D. Creating simple letterhead:
  - 1. Choose a font that is not Times New Roman or Arial
  - 2. Company Name is in 20 point
  - 3. Type the address, phone and email information under the company name in 10 point
  - 4. Add a line under the company name
  - 5. Change the font back to Times New Roman or Arial 12
- E. Date always starts at the 2" line (Use the status bar NOT the ruler bar on the left of the screen)
- F. Space once after all punctuation
- G. Double space (DS=Enter 2 Times) between paragraphs and parts of the letter except:
  - 1. After the complimentary close (QS=Enter 4 times)
  - 2. After the date (QS=Enter 4 Times)
- H. Enter 1 time after the writer's name to type the writer's title

## VI. PERSONAL/BUSINESS LETTER FORMAT

- A. 2-inch top margin
- B. 1-inch bottom, left and right margin
- C. Font: Times New Roman 12-pt. or Arial-12 pt.
- D. Date is the first line typed on the 2" line
- E. Space once after all punctuation
- F. Double space (DS=Enter 2 Times) between paragraphs and parts of the letter except:
  - 1. After the complimentary close (QS=Enter 4 Times)
  - 2. After the date (QS=Enter 4 Times)
  - 3. Enter 1 time after the writer's name to type the writer's 2-line address

# M E R K E L - E V A N S ,Inc.

1321 Commerce Street•Dallas, Texas 52025-1648•Tel. (214) 874-4400

Letterhead: Return  
Address (Writer's/Sender's  
Information)

November 10, 2003

Date Line

Mrs. Evelyn M. McNeil  
4582 Campus Drive  
Fort Worth, TX 76119-1835

Inside Address: Recipient Information

Dear Mrs. McNeil:

Salutation

Subject: Order your Christmas gifts today

Subject Line

The new holiday season is just around the corner, and we invite you to beat the rush and visit our exciting Gallery of Gifts. Gift giving can be a snap this year because of our vast array of gifts "for kids from one to ninety-two."

What's more, many of our gifts are pre-wrapped for presentation. All can be packaged and shipped right here at the store.

Body of Letter

A catalog of our hottest gift items and a schedule of holiday hours for special charge-card customers are enclosed. Please stop in and let us help you select that special gift, or call us if you wish to shop by phone.

We wish you happy holidays and hope to see you soon.

Cordially yours,

Complimentary Close

Signature Space

Ms. Carol J. Suess  
Manager

Writer's Typed Name

Writer's Title

cs

Typist's Initials

Enclosures(2)

Notation of items  
enclosed

June 25, 2004 ← Date Line

Classified Ad Representative ← Inside Address-Recipient Information  
The Marion County Gazette  
One Newspaper Row  
Greentown, Illinois 60606

Dear Classified Ad Representative, ← Salutation

Please help me to place a classified ad in *The Gazette* for Sunday, July 1.

I've never advertised in *The Gazette* before, so I'm not sure how to go about it. But I've reviewed other ads in the paper, and here's what I'd like my ad to say:

Moving Sale July 10-11, 8 a.m. to 4 p.m. Body  
8092 Trestle Way Court, one block east of 80<sup>th</sup> and Lamar.  
Dining, living room and bedroom furniture, small appliances, lawn equipment.  
Must sell; moving out of country.

Please call or write me to confirm my request and inform me of the cost of the ad and your payment policy. My home phone number is (845) 254-9647.

I look forward to hearing from you and appreciate your assistance.

Sincerely, ← Complimentary Closing

Signature Space  
Katschuichi Yamamoto ← Writer's Typed Name  
700 Birch Road  
Greentown, IL 60606 } Writer's 2 Line Return Address





## **Section Seven**

### **Formatting an Outline**

## Formatting an Outline

- I. Set the margins. Top, bottom, left and right should be at 1 inch
- II. Use Arial or Times New Roman 12 pt font. (Same font as used for the paper)
- III. Customize the Outline under Bullets & Numbering (See instructions below) OR
- IV. Turn off AutoCorrect Numbered Lists and set Tabs (See instructions following customizing the outline)
- V. Center the title of your report
- VI. The title and main section headings of the report are typed in all caps
- VII. Double space between the main sections of the outline
- VIII. Enter 4 times after the title before typing the body of the outline

### **Customizing the outline:** (Outlines in Word do not line up the sections uniformly)

1. Select Format, Bullets and Numbering, Outline Numbered,
2. Select the style to the right of **NONE** then press the Customize button at the bottom of the box.
3. Change the Number style for Level 1 to **Roman Numerals** by pressing the down arrow and selecting **I, II, III**.
4. Change the parenthesis to a **period** in the Number Format section
5. Make sure the number position is **left**
6. Make sure the aligned at is set at **0"**
7. Make sure the text position is indented at **0.25"**
8. Under Level select **2**.
9. Change the Number style for Level 2 to **Capital Letters** by pressing the down arrow and selecting **A,B,C**
10. Change the parenthesis to a **period** in the Number Format section
11. Make sure the number position is **left**
12. Make sure the aligned at is set at **0.5"**
13. Make sure the text position is indented at **0.25"**
14. Under Level select **3**
15. Change the Number style for Level 3 to **standard numerals** by pressing the down arrow and selecting **1,2,3**
16. Change the parenthesis to a **period** in the Number Format section
17. Make sure the number position is **left**
18. Make sure the aligned at is set at **0.75"**
19. Make sure the text position is indented at **0.25"**
20. Change the Number style for Level 4 to **lower case alphabet** by pressing the down arrow and selecting **a,b,c**
21. Change the parenthesis to a **period** in the Number Format section
22. Make sure the number position is **left**
23. Make sure the aligned at is set at **1.0"**
24. Make sure the text position is indented at **.25"**
25. Once you have finished customizing the outline, you are ready to begin typing the outline.
26. Change the Number style for Level 5 to **standard numerals** by pressing the down arrow and selecting **1,2,3**
27. Keep the parenthesis
28. Make sure the number position is **left**

29. Change the aligned at is set at **1.25"**
30. Make sure the text position is indented at **.25"**
31. Change the Number style for Level 6 to **lower case alphabet** by pressing the down arrow and selecting **a, b, c**
32. Keep the parenthesis
33. Make sure the number position is **left**
34. Make sure the aligned at is set at **1.50"**
35. Make sure the text position is indented at **.25"**

### **Setting Tabs**

1. Select Tools
2. Select AutoCorrect
3. Select the tab AutoFormat As You Type
4. Unselect Automatic Numbered Lists
5. Click OK
6. Select Format, Tools, and Tabs
7. Enter the following tab settings .25; .5; .75; 1.00; 1.25; 1.50; 1.75  
Remember to click set after entering each setting

### **Using the outline feature**

1. Type the title of the main section
2. **ENTER** after typing (the next roman numeral will appear)
3. Press the **Increase Indent** icon on the formatting toolbar (located to the right of the bullet list icon)
4. The roman numeral will be changed to a capital letter
5. Type the secondary heading
6. **ENTER** after typing (the next capital letter will appear)
7. Press the **Increase Indent** icon on the formatting toolbar (located to the right of the bullet list icon)
8. The capital letter will be changed to a standard numeral
9. Type the subsection heading
10. After typing the last subsection heading **ENTER**
11. Press the **Decrease Indent** icon on the formatting toolbar (located to the right of the bullet list icon)
12. This will take you back to the next capital letter to type another Secondary heading or press **Decrease Indent** again to take you back to type another Main Section heading.

# MAIN TITLE

## I. MAIN SECTION

- A. Secondary Section
  - 1. Subsection
    - a. Sub-sub section
    - b. Sub-sub section
      - (1) Details
      - (2) Details
        - (a) More Detailed
        - (b) More Detailed
  - 2. Subsection
- B. Secondary Section
  - 1. Subsection
  - 2. Subsection
    - a. Sub-sub section
    - b. Sub-sub section
  - 3. Subsection

### Sample Simple Outline

- ✓ Margins: Top, Bottom, Left, Right 1"
- ✓ Set Line Spacing to Single Space (SS)
- ✓ Title Centered and typed in all caps
- ✓ Enter 4 times after the title
- ✓ Main sections typed in all caps
- ✓ Enter 2 times after the section title
- ✓ Use customize outline or set tabs for correct levels
- ✓ Enter 2 times after completing secondary sections before typing the next main section

## II. MAIN SECTION

- A. Secondary Section
  - 1. Subsection
  - 2. Subsection
- B. Secondary Section
  - 1. Subsection
  - 2. Subsection
    - a. Sub-sub section
    - b. Sub-sub section

## **Section Eight**

### **Typing a Title/Cover Page**

## Typing a Title/Cover Page

1. Set the top margin for 2 inches and the bottom, left and right at 1 inch
2. Set font size at 14 or 16 points
3. Turn on center alignment (press the center button on the formatting toolbar)
4. Components of a title page:
  - a. Title of Report (All Caps)
  - b. Writer's/Student Name (First and Last Name)
  - c. Teacher's Name
  - d. Subject/Class
  - e. Date (Due date of paper or date paper is turned in—check with the teacher)
5. Placement of components on the page
  - a. 2 inch line – Title of Report
  - b. 5 inch line – Writer's/Student Name (First and Last Name)
  - c. 8.5 inch line – Teacher's Name
  - d. Next line – Subject/Class
  - e. Next line - Date

Note: Use the status bar to confirm the line placement. Depending on the size font, the line placement may be off a few tenths

Suggestion: Place the title page in a separate file because of page numbering for the report.

TITLE OF REPORT IN ALL CAPS

2" Line

Page is centered  
Font size 14 or 16 point

Your Name

5" Line

Teacher Name  
Class/Subject  
Date

8.5" Line

## **Section Nine**

### **Typing a General Paper/Report**

## Typing a Paper/Report

### I. TYPES OF PAPERS/REPORTS

- A. Short (10 pages or less)
- B. Long (More than 10 pages)
- C. Bound (To be hard bound or put in some type of folder)
- D. Unbound (Stapled in the upper left corner)
- E. Formal (Use of a specific style i.e. MLA, Kate Turabian etc.)

### II. FORMATTING A GENERAL PAPER/REPORT

- A. Margins
  - 1. 2 inch top margin for the first page
  - 2. 1 inch top margin for all remaining pages
  - 3. Unbound report uses 1 inch bottom, left and right
  - 4. Bound report uses 1 inch bottom, right and 1.5 inches left
- B. Font
  - 1. Style: Times New Roman or Arial
  - 2. Size: 12 point
- C. Spacing
  - 1. Line spacing set at double space
  - 2. Paragraph indentations set at 0.5 inches
- D. Page Numbering
  - 1. Insert page number into header at upper right corner
  - 2. The page number is generally not used on the first page
- E. Title of Report
  - 1. Centered
  - 2. All Caps
  - 3. Secondary title is centered under the title and capitalized
  - 4. Enter two times after title
- F. Headings
  - 1. Side Headings (Breaks report into specific sections)
    - a. Left aligned in the report
    - b. Capitalized
    - c. Underlined
  - 2. Paragraph Headings (Minor subdivisions in the report)
    - a. Indented as the beginning of the paragraph
    - b. **Bolded**
    - c. Title Case
    - d. Followed by a period and space once to continue with paragraph.
- G. In-Text Citations
  - 1. Keyed in parentheses in the body
  - 2. Citations for references written by one or more authors include the names of the authors and page number(s) of the material
  - 3. Quotations of up to three lines are enclosed in quotation marks.
  - 4. Long quotations (four or more lines) are left indented 1 inch and single spaced

5. Paraphrased material is not enclosed in quotation marks
- H. Reference/Bibliography
1. On a separate page (use a page break)
  2. 2" top margin for 1<sup>st</sup> page
  3. If more than one page of references use a 1" margin for the remaining pages
  4. Line spacing set to single space
  5. Title centered and all caps
  6. Enter 4 times after title
  7. References in alphabetical order by author's last name
  8. 1<sup>st</sup> line of reference left aligned
  9. 2<sup>nd</sup> line of reference indented 0.5 inches (Hanging Indent)
  10. Spacing
    - a. References single spaced
    - b. Double spaced between references
  11. See Typing Reference/Bibliography page for formatting references

## **Section Ten**

### **Typing a Reference/Bibliography Page**

## Typing a Reference/Bibliography Page

### References/Bibliography

1. Type on a separate page (use a page break)
2. 2 " top margin for 1<sup>st</sup> page
3. If more than one page of references, use a 1" margin for the remaining pages
4. Set line spacing to single space
5. Title
  - a. Centered
  - b. 12 Point
  - c. All Caps
6. Enter 4 times after title
7. References typed in alphabetical order by author's last name
8. 1<sup>st</sup> line of reference left aligned
9. 2<sup>nd</sup> line of reference indented 0.5 inches (Hanging Indent)
10. Double space between references

Whenever you use someone else's words you must give credit for their work. If you do not it is called plagiarism. The Encyclopedia Britannica online defines plagiarism as "the act of taking the writings of another person and passing them off as one's own. The fraudulence is closely related to forgery and piracy—practices generally in violation of copyright law"

(<http://www.britannica.com/search?query=plagiarism&submit=Find&source=MWTEXT>)

Parenthetical References are used in an MLA style paper. The following methods are used to cite references within the paper:

1. If the source or author's name is given before the quote, enclose in parentheses the page or pages where the quote was taken. **Example: (157-158)**
2. If the author's name is not given before the quote, enclose in parentheses the author's last name followed by the page number(s). **Example: (Adams 157-158)**
3. If there are two or three authors of the book or article, format the parenthetical reference like this: **(Jones, Cass, and Noel 199)**
4. If there are four or more authors, use the following format: **(Martin et al. 215-217)**
5. If there is no author, enclose in parentheses a shortened version of the title followed by the page or pages where the quote was taken. **Example: (Critical Essays 59)**

## Formatting Examples for References/Bibliography

Book—

### Format:

Author (last name, first name). Title Underlined. Edition (if listed). Place of publication: Publisher, Year published.

### Example:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 5th ed. New York: Modern Language Association of America, 1999.

### **Book—Multiple authors**

#### **Format: (Author's listed alphabetically)**

1<sup>st</sup> Author (last name, first name). 2<sup>nd</sup> author (first name last name). Title Underlined. Edition (if listed). Place of publication: Publisher, Year published.

#### **Example:**

Dye, Rebecca, PhD., Kim Dickhut. Report & Term Paper Writing. Cincinnati: Media/Carson-Dellosa Publishing Company, Inc., 2002.

### **Book—Corporate/Organization Author**

#### **Format:**

Name of corporation or organization. Title of Publication Underlined. Edition (if listed). Place of publication: Publisher, Year published.

#### **Example:**

U.S. Department Labor. Occupational Outlook Handbook. 1999-2000 ed. Washington, DC: Bernan, 1996.

### **Unsigned Article in an Encyclopedia—**

#### **Format:**

"Article title in Quotes." Name of Encyclopedia Underlined, Year of publication.

#### **Example:**

"Lena River." World Book Encyclopedia, 1999.

### **Full-Text Journal Article on CD-ROM—**

#### **Format:**

Author. "Article title." Journal Title Underlined vol # Issue # (Year): Page(s). Title of the Database Underlined. Publication medium (i.e. CD-ROM). Vendor name. Electronic publication date.

#### **Example:**

Smitherman, Geneva. "The Chain Remain the Same; Communicative Practices in the Hip Hop Nation." Journal of Black Studies 28 (1997): 3-25. Periodical Abstracts – Research I. CD\_ROM. Bell & Howell ProQuest. 1997.

### **Article in a Journal—**

#### **Format:**

Author (Last name-First name), "Title of Article in Quotes." Name of Publication Underlined, Volume number (Publication date in parenthesis): Page(s).

#### **Example:**

Jackson, Richard. "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea." Australian Geographer 14 (May 1979): 175-184.

### **Magazine**

#### **Format:**

Author, "Title of article in Quotations." Name of the Magazine underlined, Publication Date of the Magazine, page(s).

#### **Example:**

Norment, Lynn. "50 Years of Fashion and Beauty." Ebony. Aug. 1995: 115-118+.

## **Internet Article—**

### **Format:**

Author (Last name-First name), "Article title in quotes." Magazine or journal title  
Underlined. (Date of publication): Date accessed <network address>

### **Example:**

Jackson, Tim. "Salute to Pioneering Cartoonists of Color." Ebony. (1998): 25 Feb.  
1999 <<http://www.CLStoons.com/paoc/paocopen.htm>>

Information compiled from:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language  
Association of America, 1999.

Library Guides - Quick MLA Style Guide 17 March 2000 <<http://www.wssu.edu/library/guides/mla.asp>>

## **Section Eleven**

### **Sample General Paper/Report**

# CAREER PLANNING

Derek Connor

Mrs. Melanie Kyle  
1<sup>st</sup> Period/Unified Arts  
March 20, 2003

## CAREER PLANNING

Career planning is an important, ongoing process. You can never begin planning too early for your career. The career you eventually choose will affect the quality of your life.

One important step in career planning is to learn about various jobs. You can learn about jobs from many sources.

### *The Occupational Outlook Handbook*

Note: this heading is italicized because it is the name of a book.

One very good resource for you to learn about jobs is the *Occupational Outlook Handbook*. This United States Department of Labor publication is:

. . . a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations (<http://stat.bls.gov/oco/>).

This resource will tell you about thousands of jobs. Some of the jobs described include rock star, athlete, zookeeper, police officer, and reporter. In addition, the *Handbook* will tell you where to look to get more information about a career.

### Self-Assessment

Another useful step in career planning is to complete a self-assessment. This process will reveal your values and interests. Making the right plans for your future during these changing times can be difficult. The self-assessment process will give you

more choices and broaden your options. Then you can feel sure that you are on the right career path (<http://www.cdm.uwaterloo.ca/step1.asp>).

### Values and Interests

Your values help you set your priorities in life. Values affect the importance you place on family, security, and wealth (Fulton-Calkins and Hanks 2000). You should identify your values early in life. Then you can consider those values when you choose a career.

Interests are best described as activities you like or subjects that appeal to you. By listing and analyzing your interests, you should be able to identify a desirable work setting. For example, your list may reveal that you like to work with things more than with people. Perhaps you like to work alone most of the time and work with others only once in a while. You may like to work outdoors rather than indoors.

## REFERENCES

- Fulton-Calkins, Patsy and Joanna D. Hanks. Procedures for the Office Professional. 4<sup>th</sup> ed. Cincinnati: South-Western Educational Publishing, 2000.
- United States Department of Labor. The Bureau of Labor Statistics. "Occupational Outlook Quarterly Online. Spring 2002. Volume 46, Number 1. 18 May 2002 <<http://stats.bls.gov/oco/>>.
- University of Waterloo. Career Services. "Step 1: Self-Assessment." Career Development eManual. 18 May 2002 , <<http://www.cdm.uwaterloo.ca/step.asp>>.