

Your Name

Instructor's Name

Class

Date

MLA Guidelines for Speeches.

Within the Speech:

Use signal tags for your source by referencing authors and possibly sources. For example, say something like this for a quote:

According to author Stephe Smythe what John F. Kennedy said was "Ask not what your country can do for you, rather ask what you can do for your country" (73).

Or, for a paraphrasing:

Nelson Mandela suggested education is the most primary way to enable people to improve their situation in life (Burns 22).

Within the outline, at the end of an entry with information taken from a source, whether a quote, a paraphrase, a statistic, a reference to a chart/graph/etc., or a unique concept or idea, include the author and page where found (Smythe 49). With websites, of course, you would usually not have a page number (Mitchell). Occasionally, or often with websites, you will not have an individual author, so you may have to reference a corporate/organizational author (Exxon) or (AMA) or the first part of the title of the article or website name ("Misuse of Funds") or (*National Parks*).

At the End of Your Outline:

You will usually need a separate page titled:

Works Cited

On the Works Cited page, you will list your sources in alphabetical order, giving the appropriate information required for each depending on what type of source each is. The information required for each can be found in various sources. One source is in your Atlas, on the library website, which has a section for MLA referencing. It provides an explanation and example for many types of electronic and print sources as well as a sample paper which has a Works Cited page as the last page of the paper. You should note that entries on the Works Cited page use a hanging indentation; the first line of the entry comes flush with the left margin while the remaining lines of the entry are indented half an inch (one tab).

VALENCIA COLLEGE

West Campus Writing Center

(407) 582 – 5454

www.valenciacollege.edu/westwritingcenter

Research:

Check out the second floor of the library. Here you will find the reference librarians who have the marvelous superpower of understanding how to find source material in the library, including how to use databases. They can help you learn how to do these things as well.

Research Process:

Begin with a question or issue you would like to research.

Do some pre-reading.

Develop a preliminary thesis.

Develop a preliminary outline.

Collect some reliable sources.

Read and take or collect notes from these sources (You might create files based on your preliminary outline. Remember to make clear your sources for your notes).

Review your notes.

Do additional research if necessary.

Revise your thesis.

Revise your outline.

Complete your Works Cited page.

Research Support:

The reference librarians!

The Writing Center! We're here to help!