

The Citation Check

Use MLA guidelines to edit a literary analysis.

CCSS.ELA-Literacy.L.9-10.3a "Write and edit work so that it conforms to the guidelines in a style manual (e.g., MLA Handbook, Turabian's Manual for Writers) appropriate for the discipline and writing type."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB In paragraph 2, circle these exact three phrases: "on a new page," "in the center," and "double-spaced." These phrases state specific MLA layout directions for the Works Cited page.

Maya Edits Her Literary Analysis

- ① Before submitting her literary analysis of Zora Neale Hurston's "Sweat," Maya opens the MLA guidelines required by her teacher rather than relying on memory. She checks the paper's first page: her name, instructor, course, and date appear at the upper left, each on its own line. The title is centered without bold type or quotation marks. Maya also checks that the entire paper is double-spaced and that each page header places her last name and page number at the upper right. These choices help readers recognize the document's structure.
- ② After the final paragraph, Maya begins the Works Cited list on a new page. She places the words Works Cited in the center at the top, using the same plain typeface as the paper. Every entry is double-spaced, and the list is arranged alphabetically by the first element of each entry, usually an author's surname. When an entry runs beyond one line, Maya indents every later line one-half inch. This hanging indent lets readers see clearly where one source ends and the next source begins.
- ③ Finally, Maya compares each parenthetical citation in her analysis with the Works Cited list. A quotation from Hurston ends with the page number in parentheses, while a claim drawn from a journal article names that article's author and page. For every parenthetical citation, she finds a matching entry on the list. She also removes an entry for a website she consulted but did not cite. This final comparison prevents readers from searching for a source that the paper does not identify in the finished document.

2 ANSWER WITH EVIDENCE Use the passage

- 1 A draft places the Works Cited list directly below the final paragraph. What MLA edit should the writer make? Use words from the passage.

- 2 A student alphabetizes a source list by title even though every source has an author. What should the student use to alphabetize the entries instead?

- 3 A source entry has two lines, and both lines begin at the left margin. Describe the edit needed to create a hanging indent.

- 4 A Works Cited list includes a website the writer consulted but never cited in the paper. What should the writer do, and what comparison should the writer make first?

3 YOUR TURN Your own words

Write a 70- to 90-word editing note for a one-page literary analysis in MLA style. Explain at least four specific edits you would make, including one edit to the Works Cited page and one edit that checks citations.

PART 1 • READ AND MARK

In paragraph 2, circle these exact three phrases: "on a new page," "in the center," and "double-spaced." These phrases state specific MLA layout directions for the Works Cited page. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	A draft places the Works Cited list directly below the final paragraph. What MLA edit should the writer make? Use words from the passage.	Begin the Works Cited list on a new page.
2	A student alphabetizes a source list by title even though every source has an author. What should the student use to alphabetize the entries instead?	Alphabetize by the first element of each entry, usually the author's surname.
3	A source entry has two lines, and both lines begin at the left margin. Describe the edit needed to create a hanging indent.	Indent every line after the first line one-half inch.
4	A Works Cited list includes a website the writer consulted but never cited in the paper. What should the writer do, and what comparison should the writer make first?	Remove the uncited website entry. Compare every parenthetical citation with the Works Cited list to make sure each citation has a matching entry.

PART 3 • YOUR TURN (SAMPLE ANSWER)

I would first place my name, instructor, course, and date at the upper left of the first page. I would center a plain title and put my last name and page number in the upper right header. After the analysis, I would begin Works Cited on a new page, center its title, and double-space entries. I would alphabetize entries by the first element and use a hanging indent. Finally, I would compare every parenthetical citation with a matching entry.

Accept editing notes of 70 to 90 words that accurately explain at least four MLA-related edits from the model. The response must include a Works Cited edit and a citation-checking step.