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

Use your own literary-analysis draft or a short draft and complete source details supplied by your teacher. Using the MLA directions in this passage, actually edit its first-page layout, Works Cited page, and citation-to-entry matches; confirm correct features and fix errors as needed. Submit the edited draft with a 70- to 90-word record identifying at least four features you checked or changed, including a Works Cited feature and citation matching. Use extra paper or a document editor for the draft.

ANSWER KEY

The Citation Check

HIGH SCHOOL · L.9-10.3a

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 placed my name, instructor, course, and date at the upper left and centered the plain title. I added my surname and page number to the header. On a separate Works Cited page, I centered its title and double-spaced the entries. I reordered entries by their first elements and indented continuation lines. I matched every citation to its source entry and removed the uncited website. My submitted draft shows these completed edits; unchanged correct features are marked as checked.

Before Part 3, ensure each learner has an actual literary-analysis draft containing at least one citation and complete source details: their own prior work or a short teacher-provided draft. Review the submitted edited document for the supplied MLA layout, Works Cited organization, and citation-to-entry matches. Accept correct no-change checks as well as repairs. The 70- to 90-word record must describe at least four actual checks or changes, including Works Cited and citation matching; a future plan alone is incomplete. The sample is a change record accompanying an edited document, not a substitute for that document.