INTERVIEW

Interview that you conducted

Purdue, Pete. Personal Interview. 1 Dec. 2000.

Interview that you conducted by phone

Purdue, Pete. Telephone Interview. 1 Dec. 2000.

Interview that you conducted by e-mail

Basic Form

Person Interviewed (e-mail address). Re: "Subject of Message." E-mail to _____
(Your name)
(Your e-mail address). Message received date.

Example

Omar, Bill W. (bomar@aol.com). Re: "Excellent Web Sites for Job Seekers." E-mail to Mary
Ellen Guffey (meguffey@westwords.com). 10 Apr. 2001.

(Your Works Cited entry)

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INTEXT CITATION

Person Interviewed. Date of interview
Example:
(Omar 10 April 2001).

Interview questions:

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Interview answers:

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Reference book used :

- **Author** _____
- **Title** _____
- **Publishing city** _____
- **Publishing company** _____
- **Copyright date** _____

Multiple authors up to three

Sloan, Frank A., Emily M. Stout, , and Lan Liang. <u>Atop an Underwood</u>.
    New York: Penguin, 2000.

Multiple authors four or more

Sloan, Frank A., et al. <u>Atop an Underwood</u>. New York:
    Penguin, 2000.

Single author

Kerouac, Jack. <u>Atop an Underwood</u>. New York:
    Penguin, 2000.

INTEXT CITATION
Author's last name page #   Example: More than three authors   (Sloan et al 57).   Example: Three or fewer authors   (Sloan, Stout, Liang 57).   Only use page number if author is   mentioned in the line you're citing

Author with editor

Kerouac, Jack. <u>Atop an Underwood</u>. Ed. Paul Marion. New York:
    Penguin, 2000.

(Your Works Cited entry)

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Encyclopedia used: (Non electronic)

- **Article title** _____
- **Name of Encyclopedia** _____
- **Copyright date** _____

"Jamaica." <u>Encyclopedia Britannica</u>. 1999 ed.
 (Your Works Cited entry)

INTEXT CITATION

Complete title in quotations
Example:
("Jamaica").

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Magazine used: (Non electronic)
- **Title**_____
- **Article title** _____
- **Author** _____
- **Issue date** _____
- **Volume #** _____
- **Pages** _____

INTEXT CITATION
Author's last name and page #
OR
Most important part of title in quotations and page #
Example:
(Lord 53).
OR
("There's Something…" 53).

Lord, Lewis. "There's Something about Mary Todd." <u>US News and World Report</u> 19 Feb. 2001: 53

"There's Something about Mary Todd." <u>US News and World Report</u> 19 Feb. 2001: 53
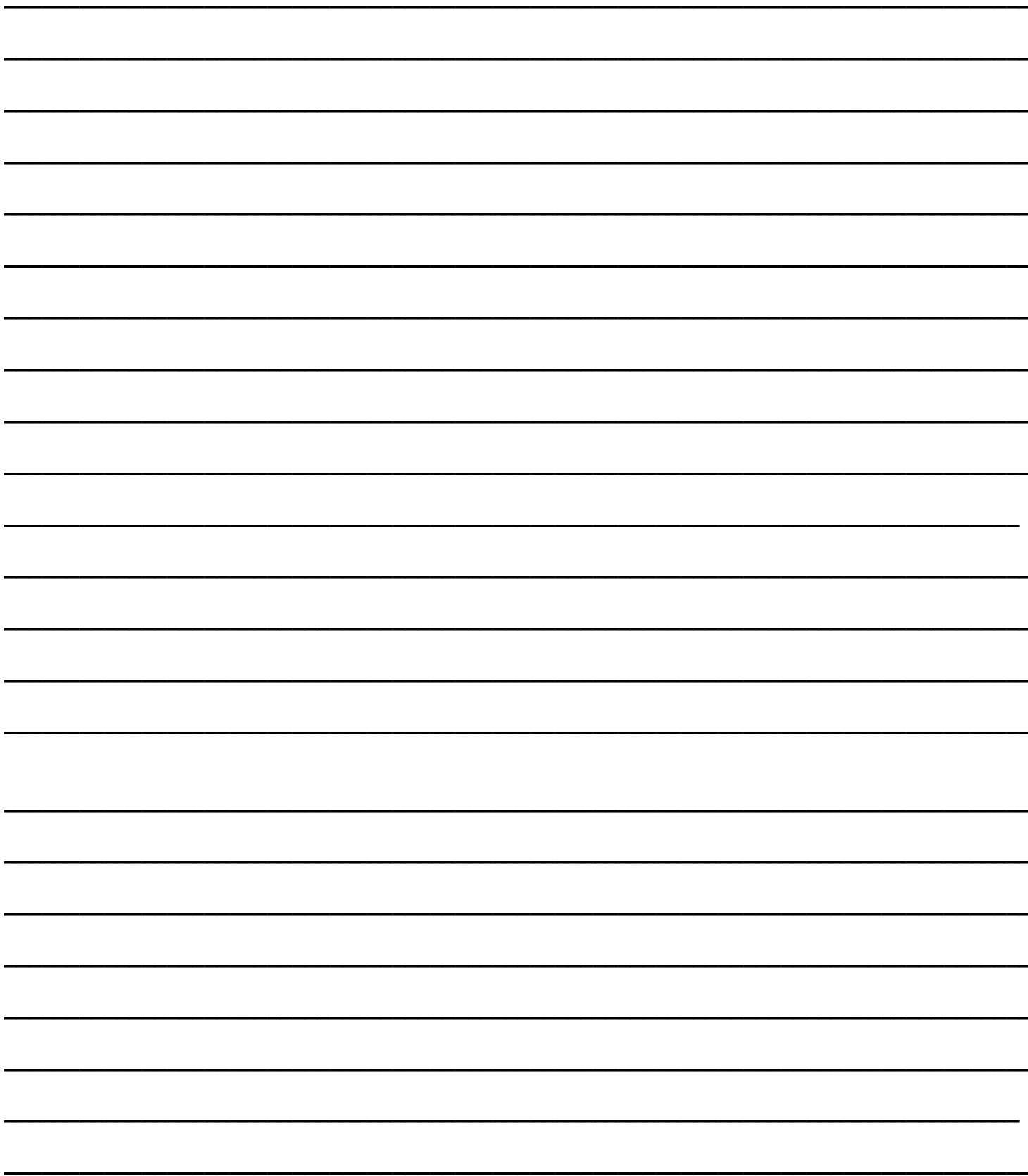
FROM AN ONLINE MAGAZINE (Electronic)

Morgan, Fiona. "Banning the Bullies." <u>Salon.com</u> 15 Mar. 2001. 2 Apr. 2001 <http://www.salon.com/news/feature/2001/03/15/bullying/index.html>.

INTEXT CITATION
Same as non-electronic

(Your Works Cited entry)

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Internet source used (NOT FROM AN ONLINE DATABASE)

When the pages of a Web source are stable (as in PDF files), supply a page number in your in-text citation.

 If a Web source uses paragraph or section numbers, give the abbreviation "par." or "sec." in the parentheses: (Smith par. 4). Otherwise you must number the paragraphs in the article for use I n your in text citations
(See example above)

Must have:

- **An author/contact person /if none don't use this web page**
- **Copyright or modification date/ if none don't use this web page**
- **Look for this information using this prompt** | home | mandate | what's new | publications | services | research | contact us | conference | site map | search | **OR**
- **Look for an e-mail address/ if none don't use this web page**

- **Author _____**
- **Article Title _____**
- **Name of sponsoring institution or organization _____**
- **Copyright or modified date _____**
- **Download date _____**
- **URL _____**

WORLD WIDE WEB SITE (HOME PAGE)

Basic Form

Author(s)."Article Title." Name of web site. Date of posting/revision. Name of institution/organization affiliated with site. Date of access <electronic address>.

Examples

Poland, Dave. "The Hot Button." Roughcut. 26 Oct. 1998. Turner Network Television. 28 Oct. 1998 <http://www.roughcut.com>.

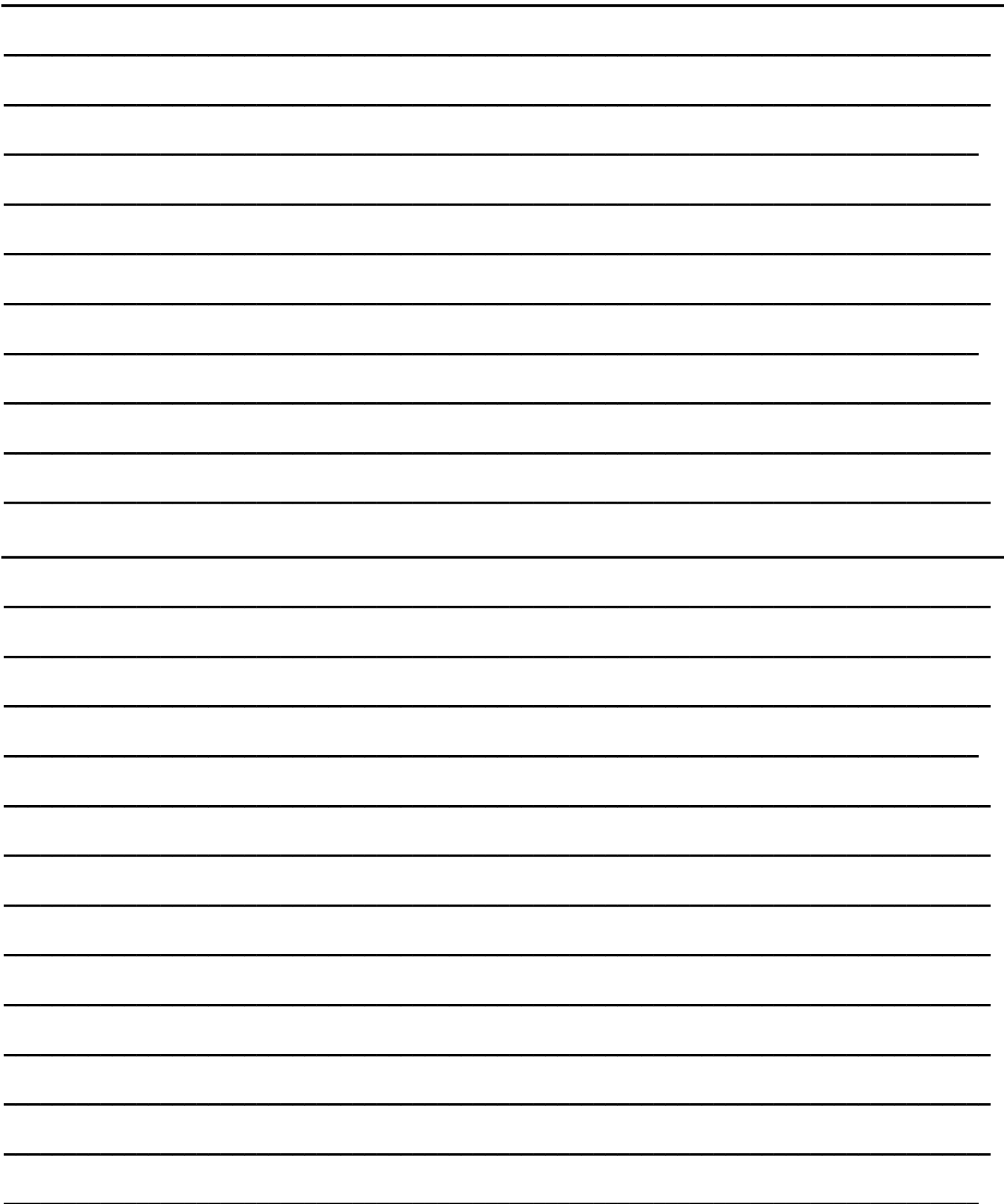## WORLD WIDE WEB (SECONDARY PAGE A Link)

Basic Form

Title of page could be a dot com or it could be an institution/organization

Name of author or creator. "Title of topic or article" . Title of page. Name of any institution or organization associated with the site. Latest update. Access date <URL>.

Example

Anderson, Greg. "Can the Trooper and SLX Stand Up?" Edmunds.com. Retrieved 12 Mar. 2001<http://www.edmunds.com/edweb/anderson/rollover.html>.

(Your Works Cited entry)

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Internet source used (FROM AN ONLINE DATABASE)

- **Author/Contact Us** _____
- **Article Title**

  _____
- **Source title(original mag title, journal title, newspaper title)**
- **Volume #/issue#/ date**_____
- **Page numbers** _____
- **Name of database (EBSCO/ABC-CLIO/OPPOSING VIEWPOINTS ETC.)**

  _____
- **Name of sponsoring institution or organization** _____
- **Download date** _____
- **URL** _____

Smith, Martin. "World Domination for Dummies." <u>Journal of Despotry .</u> Feb. 2000: 66-72.
    EBSCO. Lyons Jr. Sr. High School Library, Lyons, NY. 19 February 2003
    <http://www.infotrac.galegroup.com>.

"Act of Settlement." <u>American History.</u> ABC-CLIO Lyons Jr. Sr. High
    School Library, Lyons, NY. 18 Aug. 2006
    http://www. Americanhistory.abc-clio.com.

INTEXT CITATION

Author's last name and page/par/sec #
        OR
Most important part of title in quotations and page/par/sec #
Example:
(Smith 70-72).
        OR
 	
(""World…70-72).

(Your Works Cited entry)

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Newspaper articles: (Non Electronic)
- **Author** _____
- **Title of article** _____
- **Name of paper** _____
- **Date** _____
- **Section title/section letter and page #** _____

Article in a daily newspaper

Begin with the name of the author, if there is one, followed by the title of the article. Next give the name of the newspaper, the date, and the page number (including the section letter). Use a plus sign (+) after the page number if the article does not appear on consecutive pages.

Murphy, Sean P. "Decisions on Status of Tribes Draw Fire." <u>Boston Globe</u> 27 Mar. 2001: A2.
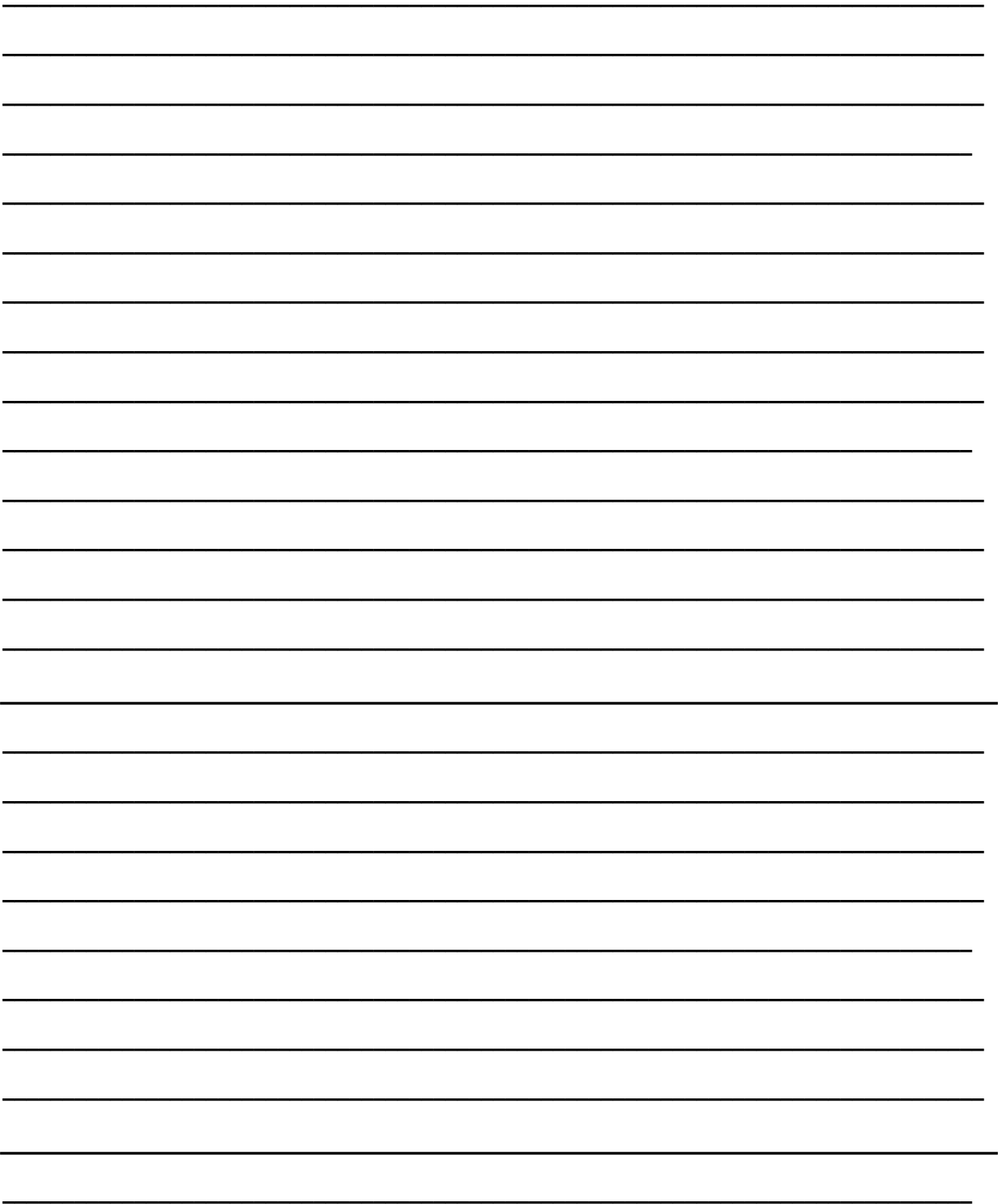
FROM AN ONLINE NEWSPAPER (Electronic)

Whillon, Phil. "Ready or Not." <u>Los Angeles Times</u> 2 Dec. 2001. 3 Dec. 2001 <http://www.latimes.com/news/la-foster-special.special>.

(Your Works Cited entry)

INTEXT CITATION
Author's last name, Section title/letter and page #

Example:
(Murphy A2).

Same for electronic

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Pamphlet
- **Source of pamphlet** _____
- **Title** _____
- **Place of publication:** _____
- **Publisher** _____
- **Copyright date.** _____

Source of pamphlet. Title. Place of publication: Publisher, Copyright date.

Office of the Dean of Students. Resources for Success: Learning Disabilities and Attention Deficit Disorders. West Lafayette, IN: Purdue University, 2000.

(Your Works Cited entry)

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For more help with works cited or intext citations use this website
www.owl.english.purdue.edu/handouts/research/r_mla.html#Handling.

EDITING CHECKLIST

PRONOUNS

SUBJECTIVE:
I, you, he, she, it
We, you, they
Who, whoever

Subjective pronouns are used:
- **as the subject of a sentence**   *He went to Cam's for pizza.*
- **in a comparison**   *Debbie is as tall as she.*
- **after a linking verb**   *Who is there? It is I.*

OBJECTIVE:

Me, you, him, her, it
 Us, you, them
whom, whomever

Objective pronouns are used as the object of:
- **an action verb(direct object)**   *Tom chased him into the park.*
- **preposition**   *After Tom and her Jacqueline sang.*

POSSESSIVE:
My, mine, his, her,
hers, its, our, ours,
Your, yours their, theirs,

Possessive pronouns are used to show ownership/belonging.
They do not need an apostrophe!!

RELATIVE:
Who-used with people
Which- used with animals, things
That- used with animals, things

Relative pronouns are used with:
- **people**   *Tina, who used to dance, was at the house.*
- **animals**   *The lion, which is king of the jungle, cried.*
                      The lion that is king of the jungle cried.
- **things**   *The door, which was left open, is now locked.*
                      The door that was left open is now locked.

PRONOUN MISTAKES
- **PRONOUN REFERENCE = To what noun is the pronoun referring.**
  - **Ex.** *Tom went with she.* **(Nowhere in your writing have you told me who she is.)**
- **PROUNOUN USAGE = You have used the wrong pronoun.**
  - **Ex.** *Tom went to the game with Sue and I.* **(Wrong pronoun is used.)**

NOUNS
- **Persons, places, things, ideas**
- **Two kinds of nouns**
  - **Proper – Will begin with capital letter**
    - **Jason, America, Chevrolet, Buddhism**
  - **Common – Will only begin with a capital letter when it begins a sentence**
    - **Boy, Country, Car, philosophy**

VERBS

- **Action Verbs: Tells what action someone or something is performing**

- **The following sentences contain ACTION VERBS:**

- **I <u>smelled</u> a gas leak.**
- **I <u>submitted</u> my research paper.**
- **The puppy raced around the tree.**

- **Linking Verbs: Connects the subject with a word near or at the end of the sentence (Forms of "be" are the most common linking verbs)**

The following sentences contain LINKING VERBS:

- **I <u>am</u> tall.**
- **I ran home, and the cat <u>was</u> in the garage.**
- **The walnuts <u>were</u> bitter, but the ice cream <u>was</u> sweet.**

- **Some verbs may be ACTION or LINKING. To determine whether a verb is ACTION or LINKING, put *is, are, was,* or *am* in place of the verb. If the substitute verb makes sense, the original verb is a LINKING VERB.**

- **The sheets <u>smelled</u> fresh and clean.**
  - **The sheets <u>are</u> fresh and clean.**
    - **Therefore, <u>smelled</u> is a linking verb.**
- **The driver <u>stayed</u> alert.**
  - **The driver <u>was</u> alert.**
    - **Therefore, <u>stayed</u> is a linking verb.**

<div align="center">**COMMA RULES**</div>

COMMA RULE #1
- **Put a comma between the city and state.**
  - **Ex. I live in Lyons, New York.**
- **Put a comma between the city and state and after the state when state is in mid sentence.**
  - **Ex. I have lived in Lyons, New York, all my life.**

COMMA RULE#2

- **Put a comma between the day and year in a date.**
  - **Ex. I was born on September 3, 1951.**
- **Put a comma between the day and year and after the year if the date is in mid sentence.**
  - **I was born on September 3, 1951, in Lyons, New York.**

COMMA RULE #3
- **Introductory phrases, *which can begin with a _preposition_*, are set off by a comma if they contain _four_ or more words. To find where the comma goes after the phrase, read the sentence out loud to see where you pause.**
- **Ex. To succeed in a male-dominated field, women engineers must work very hard. (4 + words)**
- **Ex. To succeed women engineers must work hard. (only 2 words)**
  - **If they comma is placed correctly, the next word after the comma will be:**
    - **Noun, pronoun, or an introducer like a, an, the, this, these, there**

PREPOSITIONS

about	beneath	inside	since
above	beside	into	through
across	between	like	throughout
after	beyond	near	to
against	by	of	toward
along	concerning	off	under
among	despite	on	underneath
around	down	onto	until
as	during	out	up
at	except	outside	upon
before	for	over	with
behind	from	past	within
below	in	regarding	without

A _prepositional_ phrase is a phrase consisting of a preposition and one or more nouns or pronouns. The first word in the phrase is the _preposition_. The last noun or pronoun in the phrase is the _object of preposition._

COMMA RULE #4
- **Complex sentences** contain two clauses (group of words containing a subject and verb).
- **Dependent clause** – Subordinate conjunction + subject/verb but no sense
  - Ex. **When** I run (not a complete sentence)
- **Independent clause** – subject/verb and sense
  - Ex. I get tired. (complete sentence)
  - **A comma is needed when the dependent clause comes first.**
    - Ex. **When** I run, I get tired.
    - If they comma is placed correctly, the next word after the comma will be:
      - **Noun**, **pronoun**, or an introducer like **a, an, the, this, these, there**

SUBORDINATE CONJUNCTIONS

after	in order that	unless
although	now that	until
as	once	when
as if	rather than	whenever
as though	since	where
because	so that	whereas
before	that	wherever
even though	though	while
if		

COMMA RULE#5

- **Use a comma when you form a compound sentence by linking two independent clauses with a coordinating conjunction.**
  - Ex. The year was 2002, **and** everybody was back in school.
- **Both groups of words on each side of the AND is a complete sentence.**

COORDINATING CONJUNCTIONS

and	but	or	nor	for	so	yet

COMMA RULE #6

- **Use a comma to separate the person being spoken to from the rest of the sentence.**
  - Ex. John, please shut the door.   Please shut the door, John.   Please, John, shut the door.

COMMA RULE#7

- **Use a comma to separate an interjection with the rest of the sentence.**
  - Ex. No, I don't like you. Yes, I do like you. Well, what do you think?

COMMA RULE #8
- **Use a comma(s) to separate <u>parenthetic expressions</u> from the rest of the sentence.**
  - **Ex. Football, <u>for example</u>, is hard work. If you play, <u>however</u>, the hard work is worthwhile.**
  - **Ex. <u>Nevertheless</u>, football is a rough game. Soccer, <u>on the other hand</u>, is just as rough.**

COMMA RULE #9
- **Use a comma to separate an <u>appositive</u> from the rest of the sentence, but only when it begins with *a, an, the, this, these.***
  - **Ex. Maya Angelou, <u>a great writer</u>, grew up in Stamps, Arkansas.**

COMMA RULE #10
- **Use commas to separate clauses which interrupt the flow of the sentence.**
  - **The used car I bought, <u>which cost $2,000</u>, broke down this morning.**

COMMA RULE #11
- **Use a comma after an introductory phrases which begins with a verb (<u>ed</u> or <u>ing</u> ending) and precedes an independent clause.**
  - **Ex. <u>Encouraged</u> by the fan turnout, the soccer team rallied and defeated its archrival. (Ind. Cl.)**
    - **Ex. Taking it easy always makes good sense. (No Ind. Cl.)**

COMMA RULE #12
- **Use a comma after a participle, a verb ending in *ing* or *ed,* which explains the word before it.**
  - **Ex. I went to the store, <u>leaving</u> the kids with their older sister.**

COMMA RUILE #13
- **Use a comma to separate items in a series.**
  - **Ex. I went to the store and bought eggs, milk, and cereal.**

SEMICOLON
Conjunctive Adverbs

consequently	finally	still	thus	instead
		(many more)		

Transitional Expressions

for example	in fact	on the other hand	for instance

SEMICOLON RULE #1

- Use a semicolon before a <u>conjunctive adverb</u> that joins two independent clauses.
- Ex. Lucas dropped Spanish IV; instead, he took French III.

SEMICOLON RULE #2

- Use a semicolon before a <u>transitional expression</u> that joins two independent clauses.
  - Ex. Exercise is good for you; however, you must not over do it.

SEMICOLON RULE #3

- Use a semicolon to link two *closely* related independent clauses.
  - Ex. Alaska is the largest state; Rhode Island is the smallest.

SPELLING RULES

SPELLING RULE #1
- **Words that end in *sh, ch, s, x* or *z* are made plural by adding *es*.**
  - **Ex. bushes   churches   glasses   foxes   quizes**

SPELLING RULE #2
- **Words that end in *y* preceded by a vowel are made plural by adding *s*.**
  - **Ex. key = keys**

SPELLING RULE #3
- **Words that end in *y* preceded by a consonant are made plural by dropping the *y* and adding *ies*.**
  - **Ex. baby = babies**

SPELLING RULE #4
- **One-syllable words that end in a consonant double the final consonant before adding *ed* or *ing*.**
  - **Ex. grab = grabbed**

SPELLING RULE #5
- **One-syllable words that end in *e*, drop the e before adding *ing*.**
  - **Ex. bake = baking**

HOMONYMS

there	their	they're		your	you're		are		our		hour
way	weigh	whey		so	sew		wait		weight		
its	it's										

<u>**There**</u> = A Place/<u>*Is, are, was, were*</u> follows it   <u>**Their**</u> = Ownership   <u>**They're**</u> = They are

<u>**Its**</u> = Ownership   <u>**It's**</u> = It is   <u>**Your**</u> = Ownership   <u>**You're**</u> = You are

<u>**Are**</u> = a verb   <u>**Our**</u> = Ownership   <u>**Hour**</u> = time

Homonyms are words that sound the same but are spelled differently and have different meanings.

WRONG WORD MISTAKES
- **When you make a homonym mistake in your writing, it will be labeled (WW) in the margin of your paper.**

NUMBERING
- **Any number less than ONE HUNDRED should be written out (nine-nine NOT 99)**

FRAGMENTS

- **A sentence must contain a subject and a verb and make sense. If any of the three parts is missing, it is a fragment.**
  - **Ex. Because I like to. (Fragment-There is no sense.)**
  - **Ex. I like to go. (Good sentence)**

RUN ONS

- **Two complete sentences joined together when they shouldn't be**

APOSTROPHE

APOS RULE #1

- **Use an apostrophe in a contraction to show that letters have been left out.**
  - **Ex. Can not = Can't   Would have = Would've**

APOS RULE #2

- **Use an apostrophe to show ownership.**
  - **Ex. Jim's coat is hang on the hook.**
  - **Ex. The girls' team is looking good.**

APOS RULE #3

- **Use an apostrophe to form plurals of letters, numbers, and symbols.**
  - **Ex. j's, k's   8's, 9's, 1980's   +'s, -'s**

SUBJECT VERB AGREEMENT

- **Subjects and verbs must agree in number (singular and plural) and person (first, second, or third).**
  - **Ex. <u>Hydrogen peroxide</u> <u>is</u> an unstable compound.**
  - **Ex. The <u>characters</u> <u>are</u> not well developed in most of the story.**
    - **Notice that if the subject ends in (s), the verb doesn't, and if the subject doesn't end in (s), the verb does.**
- **With words like *some, all, any, more, most* and *none,* it gets tricky.**
  - **Ex. Some of this trouble is to be expected. Some refers to trouble; therefore, the singular verb *is*, is used.**
  - **Ex. Some of the spectators are getting restless. Some refers to spectators; thus, the plural verb *are,* is used.**

PARALLEL STRUCTURE

- **The same sentence structure should be used to express equivalent ideas.**
  - **Ex. I came, I saw, I conquer. (The first two verbs were in past tense, the third in present. Keep all parallel.**
  - **Ex. I look forward to hearing from you and to have an opportunity to tell you more about myself.**
    (The verb in the first part of the sentence is in (ing) form, the second verb is not. Keep all parallel.

CORRECTION SYMBOLS

COMMA RULES = Cr1—Cr2—Cr3—Cr4—
Cr5—Cr6—Cr7—Cr8—Cr9—Cr10
Cr11—Cr12—Cr13

SPELLING RULES = SP1—SP2—SP3—SP4—
SP5

APOSTROPHEs   APos1—APos2 APos3

NO APOSTROPOHE NEEDED=NAPOS

SEMICOLON RULES =SEM1—SEM2—SEM3

SUBJECT/VERB AGREEMENT =SVA

PRONOUN REFERENCE = PRO REF

WRITE NUMBER OUT=   WNO

PRONOUN USAGE =   PRO USAGE

WRONG WORD =   WW

NEW PARAGRAPH =   P

PARALLEL STRUCTURE =   / /

FRAGMENT =FRAG

WORD ENDING=   WE

CAPITAL NEEDED=C

NO CAPITAL NEEDED=   NC

NO PUNCTUATION NEEDED=   NP

MISSING WORD=   MW

RUN ON = RO

END PUNCTUATION NEEDED = ED

QUOTATION MARKS NEEDED