

Borah High School

21 April 2009

**Search,
Create,
Be Inspired**

Borah High Research Handbook



Table of Contents

Section 1: MLA Style Guide	3
Format- How to	4
Format Examples	5
Sample Paper	6
Citation Examples- Print	9
Citation Examples- Web	10
Citation Examples- Miscellaneous	11
In-Text Citation	13
Self-Evaluation	14
Section 2: Resources	15
Access	16
Borah Databases	17
Evaluation	18
Submitting Work	19

MLA Style Guide

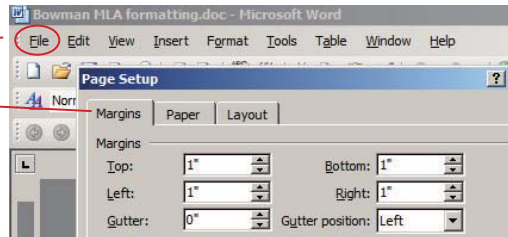
The Boise District follows Modern Language Association (MLA) guidelines to produce research papers. Be aware other writing/research styles exist and in your future education or employment you may be asked to produce work in APA, Chicago or other style.

Borah Research **MLA Style Guide**

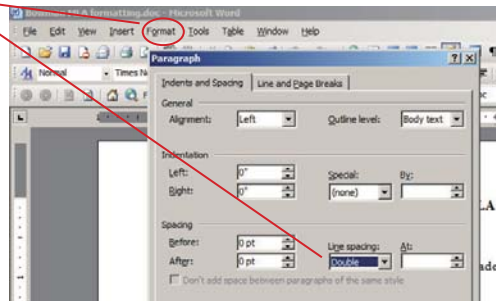
How to **FORMAT** an MLA paper **BEFORE** you begin typing:

1. **Margins:** Change default
Click **File**
Click **Page Setup**
Make sure Margins tab displays

Set Top, Bottom, Right and Left Margins to 1"; leave Gutter at 0.



2. **Double-Space:** Entire document
Click **Format**
Click **Paragraph**
Under Line Spacing, choose Double and OK.



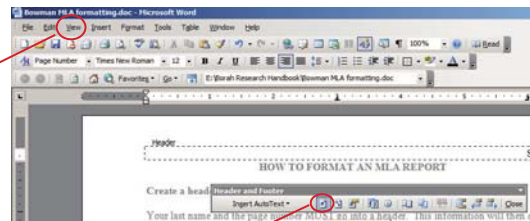
3. **Font** has to be Times New Roman, size 12.
Do not bold or underline the title.

4. **Heading:** In upper left hand corner.
Type only these 4 items:

Jane Smith (*your name*)
Ms. Thompson (*your teacher's name*)
English 10 (*your class*)
7 January 2008 (*date: Day Month Year*)

5. **Header:** In upper right hand corner.
(*It is your last name and page number*).

Click **View**
Click **Header/Footer**
Ctrl + R or Right Align
Type your last name, hit the space bar once.



On the "Header and Footer" toolbar, click the 1st icon (#) and all page numbers will be inserted for you!

Borah Research **MLA Style Guide**

First Page

FORMAT

Double space, and use a standard typeface and type size, such as 12-point Times New Roman.

TITLE

The title should be 12-point font and centered, but *not* underlined, italicized, bolded, or put in quotation marks.

BLOCK QUOTATIONS

Block quotations are quotations longer than four lines. Indent 1" from the set margin when using a block quotation. Do not use quotation marks, and put the period before the citation.

MARGINS

Use 1-inch margins on all 4 sides of each page.

Jones 1

Davy Jones
Professor Mills
English 2010
7 July 2004

Understanding Whitman's Poetry

By examining sectional divisions in Walt Whitman's Song of Myself, we can show that 1891 revisions underscore the function of each section as a unit of meaning governed by its own rhythm (Strauch 64). Fred Mitchell calls this "group size pattern":

Whitman is doing more than simply distributing a pattern of groups in some sensible fashion over the lines of a poem, creating what some critics are calling a group/line pattern. Whitman is also conscious of the size of his groups and of their progression in terms of size pattern. (16)

Such an analysis demonstrates the method governing Whitman's formation of stanzas and the meter governing the lines and verses of his

PAGE HEADER

A page header includes the last name of the paper's author and the page number. Headers should appear in the top right corner of every page.

IN-TEXT CITATIONS

In-text citations should be used after quoting, paraphrasing, or summarizing. State the author's last name and the page number in parentheses without a comma. If the author is named in the text, only cite the page number. If the author is unknown, use the first few words from the title. The period is placed after the citation. If there is no page number, include the author and title within the text rather than using a parenthetical notation.

CITING INDIRECT SOURCES

To cite information that your source has taken from a different source, put the original author of the information in the text and write "qtd. in" in your in-text citation followed by the author and page number of the work you found the material in. Example: (qtd. in Asay 352).

QUOTATIONS

If you need to make additions to a quotation, put your own words in square brackets []. To omit words, use ellipses (three periods, with a space after each). Example: "She was . . . unhappy."

ABBREVIATIONS

Abbreviations in works cited entries are acceptable if they are clear (University Press=UP).

Works Cited

TITLE

The title "Works Cited" should be centered, but not underlined or punctuated.

HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2" from the set margins after the first line of each entry.

SOURCES

List only the works you used, not everything you read.

ALPHABETICAL ORDER

Alphabetically arrange works cited entries according to the first word in the entry, ignoring *a, an, and the*.

Jones 8

Works Cited

Asay, Ronald. "How the Americans Made Transcendentalism." *Journal of American History* 23 (1978): 345-357.

Frank, Sarah. *The Man Who Invented Poetry*. New York: Nerd Press, 2001.

Harvard, Neil and Allen Gregory. *The Literary Executioners*. London: Oxford UP, 1954.

Mitchell, Fred. "Understanding Poetry." *Daily News* 5 May 1987, late ed: F1, F9.

Strauch, Ronald. "Leaving Cambridge." *Whitman: The Man*. Ed. Taylor Roger. New York: Harcourt and Brace, 1998. 123-134.

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MLA Style Sample Paper

Follow the format in the examples exactly.
Double-space throughout the paper.

Annotations include:

- "Double space the heading too." pointing to the author and course information.
- "Title is centered and the same size and style font as the rest of the paper. No quotation marks, *italics*, nor **bold**." pointing to the title.
- "Page Number" pointing to the number 1 in the top right corner.
- "No extra space between the title and the start of the text." pointing to the space between the title and the first sentence.
- "Introduce a block quote with a colon and a signal phrase." pointing to the colon before the block quote.
- "Indent 1'' from the text for block quotations" pointing to the indentation of the block quote.
- "Notice that this in-text citation points to a source on the WC page that is one of many different sources from the same author. That is why it contains information unique to that particular source beyond just the author's last name." pointing to the parenthetical citation "(Pastorius, *Jaco Pastorius*)".
- "The period goes before the citation with Block Quotes." pointing to the period before the parenthetical citation.
- "The period goes after the citation when citing sources within text." pointing to the period after the parenthetical citation "(Pastorius, *Jaco Pastorius*)".
- "The citation contains only enough information to enable the reader to find the source on the works-cited page—usually the author's last name and page number with no comma separating the two. If you are citing more than one work by the same author you would include a shortened version of the title. If the source does not have an author, you type in a shortened version of what is listed first on the works-cited page including any identifying punctuation." pointing to the parenthetical citation "(Milkowski 50)".

Borah Research MLA Style Guide

Wray 2

Jaco's first break came at age nineteen, when he was hired as the bassist for Wayne Cochran and the C.C. Riders the rhythm-guitar parts on the teaching part-time at the University of Miami where he also conducted the student jazz ensemble. The student jazz band opened a concert for the fusion band Weather Report, which led to the back stage encounter between Jaco and the co-founders of Weather Report, keyboardist Joe Zawinul and saxophonist Wayne Shorter. According to Zawinul, the then relatively unknown Jaco, approached the two and said, "My name is Jaco Pastorius and I'm the world's greatest bass player" (Bernarde 29). Apparently Zawinul and Shorter agreed, Jaco joined the band the following year.

Jaco brought the already innovative sound and tendency for musical risk-taking pushed the band to a new, higher level. "He had a liveliness that continued off stage as well as on," said Shorter, "he had a way of communicating with young people...there was a noticeable change in the age of [Weather Report's] audience when Pastorius was in the band" (Beuttler 12). This success brought a greater audience to the kind of jazz that Weather Report played and raising the status of the bassist to an equal level with the more traditional lead instrumentalists.

Jaco's under his own name: *Jaco Pastorius*, *Word of Mouth* and *Invitation*. They also demonstrated the musical diversity he possessed. On those three albums Jaco integrated his ideas into almost every style of music: rock, jazz, funk even classical. His technical proficiency is astounding on Bach's "Chromatic Fantasy," a piece originally written for violin. Paul McCartney's "Blackbird" (*Word of Mouth*) and Duke Ellington's "Sophisticated Lady" show Jaco's rock and jazz roots. There is even a stirring solo rendition of "America the Beautiful" (*Invitation*).

Jaco's personal life was never as successful as his musical career. It was one of drugs, alcoholism, insecurity and manic depression. The later of which he was hospitalized for on at least three occasions (Bernarde 29). One of his band members said of him, "He carried all of his

Set up direct quotes with your own words or a signal phrase so that the reader knows why you are including them. Never leave a direct quotation on its own without you either setting it up or explaining its significance with a source-reflective statement. (The signal phrase in underlined here just for clarification, it is not underlined in your paper.)

The source-reflective statement is underlined for clarification, do not underline it within your paper.

Use quotation marks around the title of articles contained in larger works or titles of songs.

Use square brackets when you insert information into a direct quotation.

Italicize titles of publications, films or recordings, even in the parenthetical citation.

Period goes after the citation when citing a direct quote.

Borah Research **MLA Style Guide**

The diagram shows a Works Cited page with the following entries:

Bernarde, Scott and Tom Moon. "Bassist Jaco Pastorious Dead at thirty-five." *Rolling Stone*. 19 November 1987: 29-30. Print

Buettler, Bill. "Jaco Pastorious, 1952-87." *Down Beat*. December 1987: 11-12. Print

Metheny, Pat. Rec. 1976. *Bright Size Life*. ECM, ECM 1073, 1976. CD

Milkowski, Bill. "Jaco Pastorious." *Guitar Player*. August 1984. Ed. Tom Mulhern. *Bass Heroes*. 43-50. Google Book Search. Web. 19 February 2009.

Mitchell, Joni. Rec. 1977-78. *Mingus*. Asylum, 5E 505, 1979. CD

Pastoriosis, Jaco. *Invitation*. Warner Bros., BSK 3535, 1983. CD

---. *Jaco Pastoriosis*. Epic, PE33949, 1976. CD

---. *Word of Mouth*. Warner Bros., BSK 3535, 1981. CD

Annotations in the diagram include:

- A 1" margin on the left side.
- A 1" margin at the top.
- A 1/2" margin at the bottom.
- A "Tab" annotation pointing to the first line of the first entry.
- A "Double Space only" annotation pointing to the space between entries.
- A "Page Number" annotation pointing to the number 5 in the bottom right corner.
- A "Double-space within and between entries" annotation pointing to the space between the first and second entries.

Entries are listed **in alphabetical order** by the author's last name. If the author's last name is not listed, alphabetize by the title, ignoring any initial *A, An* or *The*.

- Look at the MLA handbook, or on the Borah Library webpage for examples of specific entries for the Works Cited page.

Here's another good site for MLA
Examples: <http://owl.english.purdue.edu/>

Borah Research **MLA Style Guide**

The following are the most common sources included in a Works Cited page. For more examples and explanation see the *MLA Handbook for Writers of Research Papers*, 7th ed., Chapter 5 Documentation: Preparing the List of Works Cited.

PRINT

Book By A Single Author (see MLA 5.5.2.)

Last Name, First Name. *Title*. Location: Publisher, Year. Publication medium.

Renstrom, Peter. *Constitutional Law and Young Adults*. Santa Barbara, CA: ABC-CLIO, 1992. Print.

Book By Two Or More Authors (see MLA 5.5.4.)

See above, connect authors with "and." Reverse only the name of the 1st author. Give names in the same order as on the title page, not necessarily in alphabetical order.

Dwyer, Jim, and Kevin Flynn. *102 Minutes: The Untold Story of the Fight To Survive Inside the Twin Towers*. New York: Times Books, 2005. Print.

If there are more than three authors, name only the first and add "et al." For example: Jones, Bob, et al.

Book By Single Editor

Last Name, First Name, ed. *Title*. Location: Publisher, Year. Publication medium.

Steam, Gerald, ed. *McLuhan: Hot & Cool*. New York: Signet, 1968. Print.

For a book by multiple editors use: eds.

A Work In An Anthology (see MLA 5.5.6.)

Last Name, First Name (of author of chosen work). "Title of Work." *Anthology Title*. Ed. First Name Last Name (of editor). Location: Publisher, Year. Pages. Publication medium.

Poe, Edgar Allen. "Annabel Lee." *America In Poetry*. Ed. Charles Sullivan. New York: Abradale Press, 1988. 82. Print.

An Article In A Reference Book (see MLA 5.5.7.)

List author or editor first if given. "Article Title." *Book Title*. Edition Number (if stated). Publication Year. Publication medium.

"Noon." *The Oxford English Dictionary*. 2nd ed. 1989. Print.

Borah Research **MLA Style Guide**

WEB

Citing Web Publications (websites) (see MLA 5.6.)

Name of author, editor, director, compiler (if given). "Title of the article." *Name of the Website*. Publisher or sponsor of the site; *if not available use N.p.*, Date of publication (day, month, year or *n.d. if not available*). Medium (Web). Date of access (day, month, year).

Biersdorfer, J. D. "Religion Finds Technology." *The New York Times*. 16 May 2002. Web. 20 May 2008.

"Calvin Coolidge." *Our Presidents*. The White House. Web. 7 April 2009.

Growing a Nation, the Story of American Agriculture. Agriculture in the Classroom USDA.

Web. 10 April 2009.

Liu, Alan, ed. Home page. *Voice of the Shuttle*. Dept. of English, U of California, Santa Barbara, n.d. Web

7 April 2009.

Online Database (see MLA 5.6.4.)

First give standard source information depending on source type (reference book article, periodical article, journal, visual art, sound recording etc.), but do not include Print as the medium. Conclude the entry with the following items: Title of the database italicized. Publication medium as Web, and date of access Day Month Year. <url is OPTIONAL, but must be in brackets>.

Gelles, David. "Immortality 2.0." *Futurist* 43.1 (Jan./Feb. 2009): 34-41. SIRS. Web. 30 March 2009.

"The Gilded Age (1870-1900)." *Gale Encyclopedia of U.S. History: Government and Politics*. 2008. *Gale*

Virtual Reference Library. Web. 8 Apr. 2009.

Lal, Anil, and Vinay Lal. "India, History of." *World Book Online Reference Center*. 2009. *World Book*.

Web. 9 April 2009.

"Save the planet, farmers urged." *WAM - United Arab Emirates News Agency*. 31 March 2009. *Global*

Issues in Context. Web. 8 Apr. 2009.

Borah Research **MLA Style Guide**

MISCELLANEOUS

A Television or Radio Broadcast (see MLA 5.7.1)

"Title of the episode or segment." *Title of the program*. Name of the network (if any). Call letters and city of the local station (if any). Broadcast Date Day Month Year. Medium (radio, television).

"Unite or Die." *John Adams*. HBO. 29 April 2008. Television.

"Willie Nelson Turns 75." *Fresh Air*. NPR. 30 April 2008. Radio.

A Sound Recording (see MLA 5.7.2)

Composer or Performer Last Name, First Name. *Title of the recording*. Artist or artists. First Name Last Name. Manufacturer, Year of issue. Medium.

Marsalis, Branford. *Creation*. Orpheus Chamber Orchestra. Sony, 2001. CD.

Audio only online (see MLA 5.6.2b) Cite as you would a website.

Braund, Susanna. "Introduction to Virgil and Ancient Epic Poetry." *Virgil's Aeneid- Audio*. Stanford University. 9 Jan. 2007. Web. 20 April 2009.

A Film Or Video Recording (see MLA 5.7.3)

Title. Director's (Dir.) Last Name, First Name. Star Performers (*if desired*) (Perf.) First Name Last Name. Distributor, year of release. Medium. (VHS, DVD, etc.).

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. Republic, 2001. DVD.

Video only online (see MLA 5.6.2b) Cite as you would a website.

"Autism/Employment Video." *You Tube*. 15 Jan. 2007. Web. 20 April 2009.

Borah Research **MLA Style Guide**

MISCELLANEOUS CONT.

A Work of Visual Art (see MLA 5.7.6)

Last Name of Artist, First Name. *Title of Art*. Date of composition if known, if unknown write N.d. Medium of composition (photograph, painting, drawing). Name of institution that houses the work, name of city where institution or collection is located. Medium (print or web). Date of access if web.

Bosch, Hieronymus. *The Garden of Earthly Delights*. 1501. Painting. Museo del Prado Madrid.

H.W. Wilson Art Museum Image Gallery. Web. 25 February 2009.

Da Vinci, Leonardo. *Mona Lisa*. 1516. Painting. Louvre, Paris. Web. 9 April 2009.

Image only online (see MLA 5.6.2d)

Describe image type: Map, Photo, etc. . Cite as you would a web page.

“Boise, Idaho.” Map. *Google Maps*. Google, 15 April 2009. Web. 15 April 2009.

Plode, Alex. “Lines and Horizons.” Photo. *Flickr*. Web. 20 April 2009.

An Interview (see MLA 5.7.7)

Recorded interview:

Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC, New York. 18 April 2002. Television.

Personal interview:

Boyd, Jennifer. Personal interview. 22 April 2008.

A Lecture, Speech, an Address or a Reading (see MLA 5.7.11)

Speaker’s Last Name, First Name. “Title of the Presentation,” or Meeting and sponsoring organization (*if applicable*). Location. Day Month Year. Descriptive label (Reading, Keynote speech, Address).

Hyman, Earle. “Shakespeare’s *Othello*.” Symphony Space, New York. 28 Mar 1994. Reading.

A Letter, a Memo, or an E-Mail Message (5.7.13)

Last Name, First Name of writer. “Title of message - taken from subject line.” Description of message that includes the recipient. Date of the message. Medium of delivery.

Davis, Jayne. “Project Resources.” Message to Joe Smith. 8 April 2009. E-mail.

Borah Research MLA Style Guide

BASIC IN-TEXT OR PARENTHETICAL CITATION

Referring to the works of others in your text is done by using what's known as parenthetical citation. Immediately following a quotation from a source, place the first word of the Works Cited entry inside the parenthesis followed by a space and the page number.

In-text: with author

Human beings have been described as “symbol-using animals” (**Burke** 3).

Corresponding Works Cited entry:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*.

Berkeley: U of California. 1966. Print.

When a source lists no author, use the first word or words of the title. Punctuate correctly.

In-text: no author

Watching television “limits children’s involvement in...real life activities” (**Guidelines**).

Corresponding entry:

“**Guidelines** for Family Television Viewing.” *ERIC Digests*. ERIC Clearinghouse on Elementary

and Early Childhood Education, Urbana, IL. 1990. Web. 10 April 2009.

When you have two sources by the same author, you will have to distinguish between them inside the paper as well as on the Works Cited. Let's say that the following paper used quotes from *Hamlet* and from *Macbeth*, both works by Shakespeare:

In-text: same author, multiple sources

Polonius is the first to decide that Hamlet is insane: “Your noble son is mad,” he tells the Queen (**Shakespeare** 2.2.92).

Macbeth’s own guilt begins to drive him insane: “Methought I heard a voice cry ‘Sleep no more! Macbeth does murder sleep’” (**Macbeth** 2.2.32-33).

Corresponding entries:

Shakespeare, William. *Hamlet*. Ed. Barbara A. Mowat and Paul Werstine. New York:

Washington Square-Pocket, 1992. Print.

---. *Macbeth*. Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket,

1992. Print.

Borah Research **MLA Style Guide**

SELF-Evaluation for final copy of a Research Paper

With paper in hand, check if you have completed the following:

1. FORMAT

- Margins- 1" _____
 Spacing- even double throughout _____
 Font and size- Times New Roman 12 _____
 Heading _____
 Header _____
 Title for paper _____
 Title for final page: Bibliography (*sources you consulted*) **or** Works Cited (*sources you cited in the paper*) _____

2. STRUCTURE & UNITY

- Intro draws reader in and is a full paragraph _____
 Clear thesis statement (exactly what your paper will **show** or **prove**) _____
 Topic sentences for each paragraph help prove thesis _____
 Transitions between paragraphs _____
 Paragraphs are a mix of cited information and your comments _____
 Thorough discussion; paper meets length requirement _____
 Conclusion is not just a summary of your essay _____

3. SOURCES

- Variation of sources (books, databases, websites, etc.) _____
 Only "professional" websites _____
 Citation of all paraphrases, summaries, and quotations *****Plagiarism will result in a "zero"***** _____
 Correct MLA parenthetical-citation (see Handbook page) _____
 If a direct quote is 4 lines or more, used block quote _____
 Quotes or paraphrase introduced and comment afterward _____

4. EDITING

- Key terms defined for reader _____
 Clichés avoided ex./ needless to say, for example, in conclusion... _____
 Slang avoided _____
 "I" "You" and "Your" avoided _____
 No sentence fragments _____
 No run-on sentences _____
 Capitalization checked _____
 Spelling checked _____

5. WORKS CITED or BIBLIOGRAPHY page FORMAT

- In alphabetical order _____
 Correct MLA punctuation and information in each citation (check Handbook) _____
 Hanging Indent for all entries with 2 or more lines _____
 Evenly double spaced- as is whole document _____
 Every in-text citation has a match on the Works Cited page _____

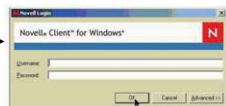
Resources: Access, Evaluation and Use

Login is required to use any computer at Borah. Our library website, catalog and resources are accessible 24/7 from outside Borah.



Borah Computer Access & Use

LOG IN REQUIRED
TO USE ANY SCHOOL
COMPUTER



Correct log in
looks like this

✓ USERNAME
(examples for Jane Snyder)

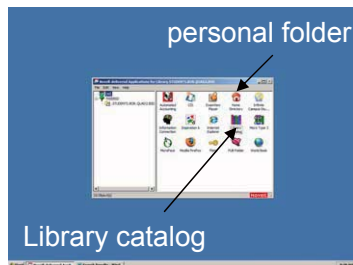
10th gr. 2snydej
11th gr. 1snydej
12th gr. 0snydej

✓ PASSWORD
10 digit Borah i.d.#

✓ PROBLEMS logging on?
Librarians can check/edit your acct.

✓ SAVE everything!
Always back up to your personal folder!

1. click File, Save As
2. drop menu down
3. select your username or folder: 1snydej



Google, "Borah Library"
to reach our catalog and
research help



Tech. Offenses include: going around District firewall, changing settings, downloading, using proxies, etc.

- 1st Written up and week off of Library computers
- 2nd In-House suspension
- 3rd Banned from school computers

Borah Databases – articles, images, audio & video

- available immediately at school from the Library website
- available anywhere with usern,/passwd. on Library Bookmarker

District & School purchased

State purchased



World Book Encyclopedia
Basic background



Customs, culture, history



Hand selected articles
on current events



Biography central! from the
top reference books



Pro/Con articles, statistics,
multi-media & prim. sources
on current events



Global news and perspec-
tives on issues and events
of international importance



Full-text versions of some
of our most-used reference
books



Video, video segments,
Images & audio to download



LiLI includes:

- eLibrary (*Proquest Literature & Proquest History Study Center as well*)
- Art Museum Image Gallery
- Black Newspapers
- Book Index with Reviews
- Book Collection- Non-Fiction
- Gale Virtual Reference Library
- Idaho Digital Resources
- Proquest Central
- and more!

Borah Research

Databases

You Log on

-purchased information: articles and information from World Book, SIRS, eLibrary, etc.

100% Curriculum-relevant

Edited and peer-reviewed

Publisher Quality

CURRENT, access to articles the day they are published

Sharing and Sending Functions:

- Citations made for you
- Book carts
- Lists
- Email articles to yourself

Search Functions:

- Search by reading level (Lexile)
- Language translators
- Dictionaries available
- Browse lists of titles/topics
- Searches multiple media at once:
articles, images, audio, video
- Training available on the site
- Correlated learning resources

Resources

Websites

Free

-sites you find using Google, Yahoo, etc.

Less than 10% of Google is school-related. Most information is consumer-related.

Very little of website content is edited.

Questionable sources

- Who is posting this page?
- Anyone can post a website!
- Incorrect information on websites.

NOT updated regularly

No equivalent features

No equivalent features

Resource Evaluation

You will NEED to be an expert at searching , whether in the workplace, military or in higher education. Which will give you the best results?

Plagiarism = uncredited use (both intentional and unintentional) of somebody else's words or ideas in any academic exercise

Borah High School Plagiarism Policy states:

Academic dishonesty (cheating), in any form, will not be tolerated and will result in the following: "1st offense-Loss of credit for the assignment, a disciplinary referral, and counselor notified. If a second infraction occurs in same class, an "F" will be stored on the transcript and the student will be placed in a study hall."

KNOW Quoting, Paraphrasing & Summarizing:

- **Quotations** must be identical to the original. They must match the source document word for word and must be attributed to the original author.
- **Paraphrasing** involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.
- **Summarizing** involves putting the main idea(s) into your own words, including only the main point(s). It is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.



Let Turnitin.com help you!

Go to: http://turnitin.com/login_page.asp

Log in requires- email address & password

Submit your paper before the due date as many times as you'd like, edit and improve it!

Student quick start guide: http://www.turnitin.com/static/pdf/tii_student_qs.pdf