

Glossary of Terms

Database: A collection of information organized in such a way that a person using one can access information easily from a variety of sources through the internet. The library has a bevy of databases available for research use.

Ellipsis: An omission within quoted material indicated by three periods (...); never omit words which change the meaning of the quoted material.

HTML File: Short for HyperText Markup Language, HTML is the language used to create information on the web.

In-text citation: Used to give credit to the source from which information is gathered. In-text citation must be incorporated in order to avoid plagiarism. An in-text has the first significant work of the work cited entry, followed by the page number or np for an electronic source.

Literary Criticism: Anything another author or critic writes about the primary source. Literary criticism is not necessarily negative.

MLA (Modern Language Association): This is the required method for the documentation and format of the research process.

Note card: A 3X5 index card that has information relevant to the thesis written on it. The four elements of the note card are the subject heading, the source reference, the page number and the note.

PDF File: Short for Portable Document Format. PDF files appear as scans of the original text document. To view a file in PDF format, you need Adobe Reader. When you use PDF files, there are frequently page numbers for easy citation.

Poetry: is a creative work written in verse. It is arranged to create a specific response through its meaning, or rhyme or rhythm.

Primary source: The actual novels, poems, stories or works about which the paper is written.

Prose: Writing which uses sentences and paragraphs.

Quotation: Reproduces the exact words of the source. Any time a student uses significant words in a succession from a source, he or she must put quotations marks around the words. Quotations are not necessarily dialogue.

Secondary source: A work written about the primary source by a critic. Secondary sources need to provide information to prove the thesis.