

The 2010-2011

**Assumption
College
School**

Style Guide

What is a Style Guide?

A style manual is a document designed to inform you, the Student, concerning the conventions accepted by scholars for the proper presentation of their writing. The style manual will lay out for you the appropriate format for **title pages, quotations, page numbers, referencing and bibliographies**. The "Assumption College Style Guide" will compare favourably with most style manuals used by colleges and universities.

No document of this size can anticipate all of the situations that might arise, and therefore the student will, on occasion, need to make reference to his/her teacher for clarification of problems not covered in this style guide. It is the student's responsibility to seek this clarification.

Part A: Title Page

All essays, reports and projects will have a separate title page on which will appear the following information presented as shown on the sample provided.

- **Title of the paper is capitalized, but with no other marks (underline title of novel)**
- **Full name of the student writer or student writers**
- **Name of the teacher for whom the paper was prepared**
- **Title of the course, as it appears in the handbook**
- **The date that you are submitting the paper, which may differ from the due date.**
- **NO OTHER INFORMATION, MARKS OR DRAWINGS SHOULD APPEAR.**

Atticus as an All-American Hero
Your Name
Teacher's Name Course Code January 2, 2002

Text:

1. Type or print your essay in blue/black ink on standard 8 ½ x 11" sized paper on one side only. All essays must be double spaced unless your teacher specifies otherwise.
2. Leave 1½ inch (4 cm) margin on the left and a 1 inch (2.5 cm) margin on all other sides of the paper: top, right and bottom.
3. On the first page, repeat your title from the title page 2 inches (5 cm) from the top of the page. Centre and capitalize your title, but do not underline. Leave three spaces and begin your text.
4. Number pages in the upper right hand corner in plain numbers starting on page two.
5. Font size should be 12 point, and should be a plain type face such as Arial or Times New Roman.

Part B: Acknowledging your Sources

It is critical for this to be done properly to avoid an accusation of academic dishonesty. (Refer to section on Academic Honesty on page 16.)

Sources of all quotations and borrowed ideas, whether quoted directly or written in your own words, must be acknowledged. To do this, the writer provides WITHIN the body of the essay only enough information about the source used so that the reader could find the reference on the Works Cited page.

Whenever the quotation or reference or whatever is located in the essay, the parenthetical notation (bracket) FOLLOWS DIRECTLY AFTER the last word or quotation mark and before the sentence punctuation. There are several styles for parenthetical notations. In general, you are to place in "brackets", 1) the author's surname, 2) space, and 3) the page number.

Television is both entertaining and educational if one explores the format. Our television sets keep us in *constant communion with the world, but it does so with a face whose smiling countenance is unalterable* (Duncan 109). By keeping in constraint through the information provided through TV, the medium creates a global village atmosphere.

Italicized text is paraphrased but accredited.

Part C: Quotations

There are two methods whereby quotations are incorporated into your text. There are also slight differences between incorporating prose and poetry quotations.

1: Into the Text

This method is used for shorter quotations. It is limited to under three lines of text from the piece being quoted.

Prose:

J.M. Bumstead argues that the execution of Louis Riel “had a lasting impact on Canada, particularly in Quebec” (Bumstead 305). Bumstead is a member of the Conservative party and a Canadian citizen.

Poetry:

The ferocity of the dragon that Beowulf encounters is vividly pictured in these lines: “Vomiting fire and smoke, the dragon / Burned down their homes. They watched in horror/ As the flames rose up: the angry monster / Meant to leave nothing alive” (Chaucer 275).

Drama:

Shakespeare:
One Shakespearean protagonist seems resolute at first when he asserts, “Haste me to know’t, that I, with wings as swift/ as meditation (...)/May sweep to my revenge” (Hamlet, I, v, 35 – 37), but he soon has second thoughts.

When more than one line of poetry is being quoted, it is necessary to indicate the end of lines by using a slash mark (/).

2: Indented Quotation

When you are quoting more than three lines of text from the resource you must indent your quote. You set the quoted lines off from the text by indenting 10 spaces from the left margin. Use no quotation marks unless they appear in the text itself.

Nowhere in the atmosphere of the south in the era of the depression is better captured than in Harper Lee's famous novel To Kill a Mockingbird:

Maycomb was an old town, but it was a tired old town when I first knew it. In rainy weather the sidewalks turned to red slop; grass grew on the sidewalks, the Courthouse sagged in the square. Somehow it was hotter then: a black dog suffered on a summer's day; bony mules Hitched to Hoover carts flicked flies in the sweltering shade of the live oaks on the square (Lee 137).

- Note:**
1. All quotations must be properly cited. Failure to do so is plagiarism.
 2. Final punctuation goes outside the citation (except "!" and "?").
 3. It is not always necessary to quote full sentences from a source. You may borrow a phrase and weave it into your own. A citation is still required.
 4. Single quotation marks are to be used for a quote within a quote.

All quotations must be integrated into the text. There are a number of ways to do this:

- a) If a quotation is formally introduced, using an independent clause, a colon is appropriate.

Morrow views personal ads in the classifieds as an art form: "The personal ad is like a haiku of self-celebration, a brief solo played on one's own horn" (Morrow 64).

- b) If a quotation is introduced with an expression such as *he said* or *she remarked*, a comma is needed.

The commanding officer said, "If we wanted you to have children, we would have issued them to you" (Powell 44).

- c) When the quotation is blended into the writer's own sentence, either a comma or no punctuation is appropriate.

The future champion could, as he put it, “float like a butterfly and sting like a bee” (Ali 22).

OR

Charles Hudson noted that the prisoners escaped “by squeezing through a tiny window eighteen feet above the floor of their cell” (Hudson 345).

Part D: Preparing Your Works Cited Page

A Works Cited page groups together all books and articles you have referred to in the preparation of your paper. It is necessary to do the list to:

- a) Acknowledge the assistance you received from outside sources;
 - b) Exhibit the research work you have done for the assignment.
1. The title *Works Cited* is centred one inch (2.5 cm) from the top of the page.
 2. Double space between the title and the first entry.
 3. Each entry starts at the left margin. If more than one line is necessary, the second line and any additional lines are indented 5 spaces (one tab).
 4. Double spacing is used between entries and within entries of two or more lines.
 5. Works are alphabetically listed by author’s last name. If author’s name is not given then list alphabetically by title.
 6. You must include author’s name, title of work, publishing information, city and year of publication.
 7. See example *Works Cited* page given to refer to the various ways to properly reference the numerous sources possible.

Works Cited Sample Entries:

Note: Underline or italicize book titles but put quotation marks around titles of poems or short stories. Be sure to include entire book title.

Books:

Author’s Name. Title of Book. City of publication: Publisher, year.

Novak, Mark. Aging and Neglect of Older Canadians: Strategies for Change. Toronto: Thompson Educational Press, 1995.

Two or more authors:

Marquart, James W., Sheldon Eklnand Olsen, and Jonathan R.

Sorenson. The Rope, the Chair and the Needle: Capital

Punishment in Texas. 1923-1990. Austin: University of Texas, 1994.

OR

Dack, James et al. The First Two Years of Life. Toronto:

McGraw-Hill-Ryerson, 1982.

Book - no author:

Brantford Public Library Student's Desk Reference. Burford:

Prentice-Hall, 1993.

Book - corporate author:

American Medical Association. The American Medical

Association

Encyclopedia of Medicine. New York: Random, 1989.

The Bible:

New American Bible. New York: Catholic Book Publishing, 1970.

Magazines, periodicals:

Author's Name. "Title of Article." Name of Periodical, volume (date), pages.

Thompson, Jim. "Elder Abuse." Family Health, 12.4 (1994): 45-48.

Woodward, K.L., V. Quade, J. Kantorwitz. "When is a Marriage not Really a Marriage." Newsweek 13 March 1995. 58-59

Newspaper Article - signed:

Adams, Johns. "Canoeing in Ontario." Globe and Mail 15

September 1987, Metro ed.: E7

Newspaper Article - unsigned:

"Camping Rules." Toronto Star 26 June 1987: C6

Letter to Editor:

Amits, Rev. Teddy. Letter. Toronto Star 17 May 1987: F2

Short story, poem, essay, part of an anthology:

Sheburn, G. "The Historical Roots of Racism." Racism: Collected

Essays. Ed. C. Baugh. New York: Whitney Publishers, 1987.
45-66.

Encyclopedia:

Taylor, A.J.P. "Bismark." Encyclopedia Britannica. 24 vols.
Chicago: Benton, 1970. III. 714-22

OR

"Mandarin." The Encyclopedia Americana. 1993 ed.

Missing information:

Sendak, Maurice. Where the Wild Things Are. New York: n.p.,
n.d.

Government publication:

Canada. Ministry of Agriculture. Radionuclide Levels in Food.
Ottawa: Queen's Printer, 1994.

Pamphlets and brochures:

Ontario Dental Association. Cleaning Your Teeth and Gums.
Toronto: ODA, 1986.

Interview:

Lewis, Douglas. Personal Interview. 12 January. 1987.

A specific song in a Sound Recording:

Bono, Brian Eno, the Edge, and Luciano Pavarotti. "Miss
Sarajevo." Pavarotti and Friends for the Children of Bosnia.
London, 1996.

**A Film or Video Recording (includes videocassette, DVD,
laser disc, slide program or filmstrip):**

A film entry usually begins with the title, underlined, and includes
the directory, the distributor, and the year of release. You may
include other data that seem pertinent – such as the names of
the writer, performers and producer – between the title and the
distributor.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart,
Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946.
DVD Republic, 1998.

Computer Software:

"Abortion." Encarta CD-ROM. Redmond: Microsoft, 1993.

OR

The CIA World Factbook. CD-ROM. Minneapolis: Quanta, 1992.

Internet, World Wide Web: Article

Author's Name. "Title of Document." Title of Journal or Magazine. Volume. Issue. (Date). Medium.

Available: Protocol, site address, access path, directories or file.

Date of Access.

Internet, World Wide Web: Individual Work

Author's Name. Title of Work. Place of Publication: Publisher,

date. Medium. Available: protocol, site address, access path, directories or file. Date of Access.

Internet:

There are several techniques for citing sources taken from Electronic Publications. Refer to MLS Handbook for Writers of Research Papers 5th Edition for specific formats to use.

The following are two examples:

Webster, Ralph. "The History of Western Music." Britannica

Online. Available <http://www.eb.com:180/cgi-bin:DocF+macro/5004/45/0.html>. 14 June 1998

OR

Annulments. 1996. Online. Available:

<http://www.rcan.org/rcan.Annulment.html>. 23 September 1998

* **Please refer to MLA Handbook for Writers of Research Papers, 5th Edition, for any citations not provided in this abbreviated list.**