

St. Joseph Catholic School



BRUINS

STYLE MANUAL

Purpose Statement

St. Joseph Catholic School teaches and promotes effective writing skills. To further assist our students, the English Department has developed this Style Manual. This manual contains current accepted standards for formal writing and citation based on the Modern Language Association (MLA) and the American Psychological Association (APA) formats. To aid our students and prepare them for future studies, all faculty will use these standards to guide their instruction and evaluation of writing assignments.

In Appreciation

St. Joseph Catholic School expresses our heartfelt thanks to Mrs. Lynn Watson for constructing and compiling this manual. Her hard work is evident, and her dedication to St. Joseph Catholic School is greatly appreciated.

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MLA STYLE

The Modern Language Association of America (MLA) has developed standards that are widely used in the academic world for documenting research and formatting papers. Papers written for courses in the humanities, such as English or history, must follow MLA standards. When using MLA style, any quoted, paraphrased, or summarized information must be documented in two ways—with a parenthetical citation and on the works cited page. Failure to document sources correctly can result in plagiarism.

PARENTHETICAL DOCUMENTATION

A parenthetical citation, also known as an in-text citation, contains information about a source enclosed by parentheses. The most common format provides the author's last name and page number(s) on which the information cited can be found. However, the format for parenthetical citations may vary depending on type of source (see the examples that follow). The citation must be as close as possible to the cited material, and it belongs between the last word and the end mark when appearing at the end of a sentence. The parenthetical citation should correspond to the source's entry on the works cited page.

Standard format

In her poetry, Dickinson “used dashes as a musical device and capital letters as a means of emphasis” (Johnson 11).

Author mentioned in text

Bernice and Sanford Goldstein contend that many of Salinger's works "are stories in which seemingly insoluble problems in the adult world mar... the world of children" (85).

More than one source by the same author

"The phenomenon of Hamlet, the prince without the play, is unsurpassed in the West's imaginative literature" (Bloom, *Shakespeare* 384).

*Note: When there is more than one source with the same author, use an abbreviated version of the title, usually the first words of a title, in addition to the author's last name and page number.

Note that a comma separates the author's name and abbreviated title.

No author

Located in California, Redwood National Park contains three state parks ("Redwood" 182).

* Note: Some electronic sources and encyclopedia articles may not have an author. Use an abbreviated form of the title and if available, the page number.

No page number

Poe's short stories fall into four categories: arabesque, grotesque, ratiocinative, and descriptive (Reuben).

*Note: Many electronic sources will not have page numbers, so the author's last name or the title of the article or website belongs in the parentheses.

EXAMPLES OF WORKS CITED ENTRIES FOR PRINT MATERIALS

Book by one author

Author's Last Name, Author's First Name. *Title*. Publisher, Year of Publication.

Example:

Tobin, James. *To Conquer the Air: The Wright Brothers and the Great Race for Flight*. Free Press, 2003.

*Note: The publisher can be found on the title page. The year of publication can be found on the copyright page. If there is more than one year listed, use the most recent.

Book with more than one author.

First Author's Last Name, First Author's First Name and Second Author's First Name Second Author's Last Name. *Title*. Publisher, Year of Publication.

Example:

Mulryne, J.R and Margaret Shewring. *Shakespeare's Globe Rebuilt*. Cambridge University Press, 1997.

*Note: If there are three or more authors, it is acceptable to list the first author and then write *et al*, which is Latin for "the others."

Example:

Wysocki, Anne Frances, *et al*. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

Selection in an anthology or compilation

Author's Last Name, Author's First Name. "Title of Selection." *Title of Book*, (edited by) Name of editor(s), Publisher, Year of Publication, (pp.) Page Numbers.

Example:

Joyce, James. "Araby." *The Story and Its Writer*, edited by Ann Charters, Bedford Books of St. Martin's Press, 1995, pp. 692-696.

Magazine article

Author's Last Name, Author's First Name. "Title of Article." *Title of Magazine*, Day Month Year, Page Numbers.

Example:

Ellison, Doug. "In the Dark at the Red Planet." *The Planetary Report*, Mar.-Apr. 2007, pp. 4-6.

*Note: Not all magazines are published weekly, so use the appropriate date. Abbreviate all months except May, June, and July. If an article does not appear on consecutive page numbers, put the number of the first page followed by a "+."

Newspaper article

Author's Last Name, Author's First Name. "Title of Article." *Title of Newspaper*, [City of Publication, State], Day Month Year, Section Page Numbers.

Fackelmann, Kathleen. "Growing Epidemic." *The Clarion Ledger*, [Jackson, MS], 19 June 2007, p. 7E.

*Note: The city of publication is not listed for well-know newspapers such as the *Washington Post* or *New York Times*.

Encyclopedia article

Author's Last Name, Author's First Name. "Title of Article." *Encyclopedia*. Edition. Year of Publication.

"Islam." *World Book*. 2006 ed.

*Note: If an article in an encyclopedia is unsigned, begin the entry with the article's title. Note that the edition and the year of publication may be the same. Remember that encyclopedia articles contain general information and are not widely accepted as substantive sources.

EXAMPLES OF WORKS CITED ENTRIES FOR ELECTRONIC RESOURCES

Website

Author's Last Name, Author's First Name. "Title of Article." *Name of Page*, Date of Posting/Revision, Name of institution/organization affiliated with the site, URL, DOI, or permalink. (Accessed) Date of access.

Russell, Tony, et al. "MLA Formatting and Style Guide." *The Purdue OWL*, 2 Aug. 2016, owl.english.purdue.edu/owl/resource/747/01/. Accessed 30 Jan. 2017.

*Note: Some websites will not offer all of the above information, use what is available.

Article from online periodical

Author's Last Name, Author's First Name. "Title of Article." *Name of Periodical*, Date of Publication. URL. Date of Access.

Barnes, Robert. "Supreme Court to Review Two School-Integration Plans." *Washington Post*, 3 Dec. 2006, www.washingtonpost.com. Accessed 24 June 2007.

Article from online data base

Author's Last Name, Author's First Name. "Title of Article." *Publication Name*, Volume Number (if available), Publication Date, Page Numbers. *Database name*, Service name, URL. Date of access.

Example:

Raloff, Janet. "Hawaii's Hated Frogs." *Science News*, vol. 163, no. 1, 1 Jan. 2003, pp. 11 – 13. *MAS Ultra - School Edition*, EBSCOhost, www.web.b.ebscohost.com/ehost . Accessed 30 Jan. 2017.

WORKS CITED PAGE

- The works cited page is the last page of the paper and should be numbered accordingly.
- Format the works cited page in the same way as the rest of paper. Margins remain at 1 inch on all sides. Continue to double space.
- Center title- Works Cited- at the top of the page.
- Arrange entries alphabetically.
- The first line of each entry must be flush with the left margin. Use a hanging indention by indenting every second and subsequent line by five spaces or ½ inch.
- All entries on the works cited page must be cited in the text of the paper.
- See the sample “Works Cited” page on the following page.

Works Cited

Conder, John J. "Steinbeck and Nature's Self: *The Grapes of Wrath*." *Modern Critical Views*:

John Steinbeck, edited by Harold Bloom, Chelsea House Publishers, 1987, pp. 19-34.

Harmon, Melissa Burdick. "John Steinbeck: Unlikely Voice of the American Struggle."

Biography, vol. 6, no. 2, 2002, p. 78. *MAS Ultra – School Edition*, 10 Jan. 2007.

Neary, Walter. "About John Steinbeck." *National Steinbeck Center*, www.steinbeck.org. 20 Jul.

2007.

Steinbeck, John. *The Grapes of Wrath*, Penguin Group, 2002.

FORMAT OF A PAPER

The following are MLA guidelines for formatting a typed paper. Adhere to these standards unless otherwise instructed by a teacher.

- Use white 8 ½ x11 inch paper.
- Print only on one side of paper.
- Choose a legible 12 point font, such as Times New Roman or Courier.
- Double space the entire paper.
- Set all margins at 1 inch.
- Number each page. Your last name followed by the page number should appear in the upper right-hand corner ½ inch from the top of the page.
- A heading should appear in the upper left hand corner of the first page. On separate lines, write your first and last name, teacher's name, course name, and date.
- The title of the paper should be centered. No underlining or quotation marks are needed.
- Indent each paragraph five spaces or ½ inch. Indent any set-off quotations ten spaces or 1 inch.
- See the sample first page on the following page.

Your Name

Teacher's Name

Subject

Date [day/month/year]

Title of Your Paper

This should begin your introductory paragraph. Remember that all spacing should be double spaced only.

APA STYLE

The American Psychological Association (APA) has also developed standards for documenting research and formatting papers. Papers written for courses in the social sciences, such as psychology or political science, generally follow APA style. When using APA style, any quoted, paraphrased, or summarized information must be documented in two ways—with an in-text citation and on a reference list. As with MLA style, all sources cited in the text of the paper must be arranged alphabetically on the reference list at the end of the paper.

IN-TEXT CITATION

For quotes, paraphrases and summaries that appear in a paper, APA style requires in-text citation. The standard format is to list the author's last name and the date of publication within parentheses. Variations on this format are shown below.

Standard format

Effective consequences are not only related, but they are also reasonable and respectful (Albert, 1989).

*Note: In APA style, a comma separates the author, the year of publication, and the page number. Also note that the abbreviation p. (page) appears before the page number.

Author mentioned in text

According to Drew and Tackett (1994), "information has become as important a form of currency as campaign contributions."

Multiple authors

Emotional stimuli include factors related to motivation, persistence, responsibility, and structure (Midkiff & Thomasson, 1993).

No author

“Political parties are absolutely necessary to democratic government” (“Political party,” 2007).

Note: Use an abbreviated version of the title (the first few words) and year of publication if no author is given. Use quotation marks around the title of an article or chapter and use italics for a periodical or book.

No date

“Hitting -- and biting too -- are normal behaviors during a child's first three years...”(Hanson, n.d.).

Note: If a date is not given for a source, use the abbreviation “n.d.”

EXAMPLES OF REFERENCE LIST ENTRIES FOR PRINT MATERIALS

Book

Author's Last Name, Author's Initial(s). (Year of Publication). *Title*. City of Publication:
Publisher.

Erikson, E. (1994). *Identity and the life cycle*. New York: W.W. Norton & Company.

*Note: When typing the title of the book, use italicized print and only capitalize the first letter of the first word in the title.

More than one author

Sennett, R., & Cobb, J. (1972). *The hidden injuries of class*. New York: Vintage Books.

Note: When there is more than one author, continue to use the last name first format. Also, use “&” instead of “and.” If there are more than six authors, write out the first six authors names and then use “et al.”

Selection in an anthology or compilation

Author's Last Name, Author's First Initial. (Year of Publication). Title of Selection. Editor's
Name(s). *Title of Book* (page numbers). City of Publication: Publisher.

Drew, C. & Tackett, M. (1994) More and More, Lobbyists Call Shots in D.C. In T.J.Lowi, B. Ginsberg, & A. Hearst (Eds.), *Readings for American Government* (pp. 212-216). New York: W.W. Norton & Company.

Note: The title of the selection does not have any quotation marks. Also the word “in” is used to distinguish that this is part of a whole book. The editors’ names are arranged first initial and then last name. (Ed.) or (Eds.) should follow to identify those individuals as editors, not authors. Also the abbreviations for page number (p.) and page numbers (pp.) are used.

Periodical

Author’s Last Name, Author’s First Initial. (Year, Month Day). Title of article. *Title of Periodical*, Volume, Page numbers.

Gawande, A. (2001, July 9). The man who couldn't stop eating. *The New Yorker*, 77, 66-75.

Note: If the magazine is not a weekly publication, put the year and the month. No abbreviations for the months are used. The title of the magazine and volume number are italicized. A newspaper may not have a volume number. The abbreviation for page number(s) is not used with magazine articles, but it is with newspapers.

Article in a journal

Author’s Last Name, Author’s First Initial. (Year of Publication). Title of article. *Title of journal*, Volume, Page number(s).

Kralj, M. M. (1994). *Getting out of the box. Consulting Psychology Journal: Practice and Research*, 46 (2), 27-28.

Note: In the article’s title, only the first letter of the first word is capitalized. For the title of the journal, all major words are capitalized.

EXAMPLES OF REFERENCE LIST ENTRIES FOR ELECTRONIC RESOURCES

Website

Author. (Date of publication). Title of Webpage: Subtitle of needed, Retrieved Month Day, Year, from URL address.

National Institute of Mental Health. (2007, March 14). *Autism spectrum disorders: Pervasive developmental disorders*, Retrieved July 22, 2007, from <http://www.nimh.nih.gov/publicat/autism.cfm>

Online periodical

Author's Last Name, Author's First Initial. (Year, Month Day). Title of Article. *Title of Periodical*, Volume, page numbers. Retrieved Month Day, Year URL address

Saletan, W. (2001, August 16). The ethicist's new clothes. *Slate*. Retrieved August 17, 2001, from http://slate.msn.com/framegame/entries/01-08-16_113959.asp

REFERENCE LIST

- The reference list is the last page of the paper and should be numbered accordingly.
- Format the reference list in the same way as the rest of paper. Margins remain at 1 inch on all sides. Continue to double space.
- Center title- References- at the top of the page.
- Arrange entries alphabetically.
- The first line of each entry must be flush with the left margin. Use a hanging indention by indenting every second and subsequent line by five spaces or ½ inch.
- All entries on the reference list must be cited in the text of the paper.
- See the sample reference list on the following page.

REFERENCES

- Evertson, C.M., & Emmer, E.T. (1982). Effective management at the beginning of the year in junior high classes. *Journal of Educational Psychology*, 74(4), 485-498.
- Fournier, Y. (1992, April 18) Instructions for kids are sometimes not as simple as they seem. *The Memphis Commercial Appeal*, E6.
- Wong, H.K. & Wong, R.T. (1991) *The first days of school: How to be an effective manager*. Sunnyvale, CA: Harry K. Wong Publications.

FORMAT OF A PAPER

The following are APA guidelines for formatting a typed paper. Adhere to these standards unless otherwise instructed by a teacher.

- Use white 8 ½ x11 inch paper.
- Print only on one side of paper.
- Choose a legible 12 point font, such as Times New Roman or Courier.
- Double space the entire paper.
- Set all margins at 1 inch.
- In the top right-hand corner of each page, type an abbreviated title and then the page number. Leave five spaces or ½ inch in between the two. This is called a running header.
- A definition of the running header should be left justified. Type “RUNNING HEADER” in all capital letters, follow with a colon, and then put the abbreviated title.
- After the running header, center the title of the paper, your name, and your institution on separate lines on the title page.
- See the sample first page on the following page.

RUNNING HEADER: Classroom Management

Classroom Management in Middle School

Anne Rogers

Belhaven College

PLAGIARISM

Plagiarism is a serious offense and a form of cheating. Examples of plagiarism include but are not limited to the following: purchasing a research paper, turning in another student's work, cutting and pasting information from a website, citing a source incorrectly or incompletely, and failing to paraphrase properly. Please refer to the section on cheating in the school handbook to read about the consequences of committing plagiarism.

Here are some ways to avoid plagiarism:

- Know what to cite: specific information, opinions, ideas, tables, charts, literary excerpts. Personal insights and common knowledge (ex. World War II ended in 1945.) do not need citations.
- Be careful when taking notes. Use quotation marks when quoting directly from a source. Label your note cards as paraphrases, summaries, quotations, or personal ideas.
- When looking at sources, cover the text and put the information in your own words.
- Do not adhere to the "three word" rule. Changing three words is not acceptable paraphrasing and will result in plagiarism. A proper paraphrase should not mimic the language or structure of the original passage.
- When quoting, paraphrasing, or summarizing a source, always follow with a citation. Remember to list all sources from parenthetical citations on the works cited page or reference list
- Ask a teacher for assistance.

EXAMPLES OF PLAGIARISM

Original

Ethanol is an alcohol-based alternative fuel produced by fermenting and distilling starch crops that have been converted into simple sugars. Feedstocks for this fuel include corn, barley, and wheat. Ethanol can also be produced from “cellulosic biomass” such as trees and grasses and is called bioethanol. Ethanol is most commonly used to increase octane and improve the emissions quality of gasoline.

“Ethanol.” Alternative Fuels Data Center. 14 Jun. 2006. Department of Energy. 10 Jul. 2007.

<<http://www.eere.ebergy.gov/afdc/altfuel/ethatnol.html>>

.

Example of Plagiarism

Ethanol is an alternative fuel made by fermenting and distilling starch crops (such as corn) that have been converted into simple sugars. Its most common use is to increase octane and improve the emissions quality of gasoline.

Acceptable Use of Information

According to the Alternative Fuels Data Center, ethanol, which is made from commonly grown crops and other organic matter, is currently used to produce a cleaner and more efficient fuel (“Ethanol”).

BIBLIOGRAPHY

- Write or type a works cited, or reference list, entry for every source consulted in research.
- When the time comes to write the paper, preparing a works cited page or a reference list will be easy because all the entries are complete.
- Every entry on the works cited page or reference list should appear on your bibliography.

The following sample follows the MLA style of documentation.

2

Astro, Richard. "Imitations of a Wasteland." *Modern Critical Views: John Steinbeck*. Edited by Harold Bloom, Chelsea House Publishers, 1987, pp.19-34.

NOTE CARDS

- Use 4x6 index cards to prepare note cards.
- In the top left corner, write a slug, or heading, to indicate the topic of the note.
- In the top right hand corner, write the number of the source from which the information comes. This number corresponds to the number on the bibliography card. This will make documentation easier when the time comes to write the paper.
- Each note should contain one idea.
- Notes may be quotations, summaries, paraphrases, or personal insights. Personal note cards do not require a source number or page number.
- Place quotation marks around any quoted material. Double check quotations for accuracy.
- Write the page number(s) on which the information can be found after the note.
- Any information cited in the paper must appear on note cards.

| | |
|---|-------|
| Steinbeck and <u>The Pearl</u> | 2 |
| <ul style="list-style-type: none">- based on story about a Mexican fisherman- published in 1947 after multiple rewrites- not an instant success | |
| | p. 27 |

OUTLINE

An outline is an important step in organizing research and planning a paper. Two types of outlines are a topic outline and a sentence outline. A topic outline consists of a title, a thesis statement, and the topics discussed in the paper. A sentence outline also contains the title, thesis statement, and topics discussed in the paper, but instead of short phrases, complete sentences are used as topics and sub-topics.

- Center the title of the paper above the outline.
- Label and write the thesis statement.
- Begin the outline. Label the main topics with Roman numerals. Label the sub-topics with capital letters, then Arabic numbers, then lowercase letters.
- All main topics should be flush with the thesis statement. Indent ½ inch or five spaces for each sub-topic.
- Capitalize the first word of each topic.
- In a sentence outline, use proper punctuation. In a topic outline, no end marks are required after each topic and sub-topic.
- Remember, there can never be a single sub-topic. For example, there can never be an “A” without a “B” or a “1” without a “2.”
- Do not include the introduction and conclusion as part of the outline.

EXAMPLE OF TOPIC OUTLINE

The topic outline featured below has been adapted from the following source:

“(Sample) Topic Outline.” *New Trier Research Guide*.

www.newtrier.k12.il.us/academics/english/research_guide/pdfs/outline_sample_topic.pdf

Accessed 29 Jun. 2007.

Benefits of Single-Sex Education

Thesis: Research shows that single-sex classes are better for girls and, therefore, should be encouraged.

I. Academic advantages

A. Grade improvement

B. Techniques

II. Personal advantages

A. Distraction

B. Comfort

1. Environment

2. Students

C. Development

1. Self-confidence

2. Role models

THESIS STATEMENT

- A thesis statement is a single sentence located in the introductory paragraph.
- It provides organization for a paper. A well-written thesis statement lets the author and the reader know what will be covered in the paper.
- A good thesis statement is specific and answers the research question.
- An author doesn't need a thesis statement to begin a research project. It will develop and perhaps change during the research.

Example:

The human brain is a miraculous organ remarkable in its structure, function, and chemical composition.

“Looking at the Finished Product.” *Library and Research Services Tutorial for the Distance Learner*, Dallas Community Colleges, 11 July 2005.
www.ollie.dcccd.edu/library/Module5/Sample.htm. Accessed 12 July 2007.

Example:

Through its contrasting river and shore scenes, Twain's *Huckleberry Finn* suggests that to find the true expression of American democratic ideals, one must leave "civilized" society and go back to nature.

“Thesis Statements.” *Handouts and Links*, 2005. *The Writing Center University of North Carolina at Chapel Hill*, www.unc.edu/depts/wcweb/handouts/index.html. Accessed 12 July 2007.

QUOTATIONS

Quotations are an important part of a research paper, but an author must be careful not to have too many. After all, one purpose of a research paper is to develop writing skills. When quotations are necessary, refer to the following examples of how to punctuate quotations correctly according to MLA style.

Prose

M.H.Abrams, in an introduction to Dr. Faustus, writes, “Marlowe’s major tragedies all portray heroes who passionately seek power—the power of rule, the power of money, and the power of knowledge” (768).

*Note: The quotation is set off from the rest of the sentence with a comma. The parenthetical citation comes after the quotation marks but before the end mark.

Poetry

“Tyger, tyger burning bright/ In the forests of the night (Blake 270).

Note: Use a slash (/) to indicate line breaks in poetry. When quoting more than three lines, follow the format for a block quote.

Ellipsis

“None of Shakespeare’s plays are more read than the first and second parts of Henry the Fourth....The great events are interesting, for the fate of kingdoms depends upon them ...”
(Johnson 2401)

*Note: An ellipsis (...) indicates that words have been omitted from the quotation.

Quote within a quote

“As he led the attack, Crazy Horse cried ‘It is a good day to die!’- the traditional war cry”

(Davidson, *et al* 750).

*Note: Use single quotation marks to denote a quote within a quote.

Block quote

Although his tenure as chancellor ended in scandal, Kincannon oversaw not only improvements in campus infrastructure but also the addition of the schools of pharmacy and education.

Kincannon was also active in securing the interest of the Peabody Board in aiding the development of the department of education. The agent for that foundation intimated that forty thousand dollars could be allocated for a suitable building if the University would agree to expend seventy thousand dollars annually in support and maintenance. Here again the chancellor’s persuasive powers obtained the desired result: the structure reached completion in 1913. (Sansing 125)

Note: A quotation consisting of more than four lines must be formatted in block style. Begin a new line and indent 1 inch or ten spaces from left margin. Double space as usual and do not enclose quotes with quotation marks. Note that the end mark comes before the parenthetical citation in this case.

ADDITIONAL RESOURCES

For more information on conducting research, documenting source or writing a paper, consult the following resources:

American Psychological Association. *Concise Rules of APA Style*. American Psychological Association, 2005.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 8th ed. The Modern Language Association of America, 2016.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2016, owl.english.purdue.edu/owl. Accessed 30 Jan. 2016.

For help in creating works cited entries, try one of the following websites:

www.easybib.com

www.citationmachine.net

<http://www.openc.k12.or.us/citeintro/citeintro.php?Grd=Sec>