

# THE ENGLISH STYLE GUIDE

## TABLE OF CONTENTS

<b>PURPOSE</b> .....	2
<b>SEQUENCE OF PARTS</b> .....	2
<b>THE TITLE PAGE</b> .....	2
<b>MARGINS</b> .....	3
<b>PAGINATION</b> .....	3
<b>PARAGRAPHS</b> .....	3
<b>UNDERLINING AND QUOTATION MARKS</b> .....	3
<b>LISTING RESEARCHED WORKS</b> .....	4
<b>THE WORKS CITED PAGE</b> .....	4
<b>ORDER OF ENTRIES</b> .....	4
<b>AUTHOR UNKNOWN</b> .....	4
<b>SAMPLE ENTRIES</b> .....	5
<b>INFORMATION FROM THE INTERNET</b> .....	8
<b>QUOTATIONS</b> .....	8
<b>QUOTATION FROM THE TEXT</b> .....	9
<b>LONG QUOTATIONS FROM THE TEXT</b> .....	9
<b>ELLIPSIS (LEAVING OUT PART OF THE QUOTATION)</b> .....	10
<b>CHANGING AND ADDING WORDS</b> .....	10
<b>QUOTATION - VERSE</b> .....	10
<b>BIBLICAL QUOTATIONS</b> .....	11
<b>DOCUMENTATION</b> .....	11
<b>DOCUMENTING QUOTATIONS</b> .....	12
<b>SAMPLE TITLE PAGE</b> .....	16
<b>SAMPLE WORKS CITED PAGE</b> .....	17
<b>PURPOSE</b>	

The purpose of this style guide is to show you how written assignments should appear upon completion.

## SEQUENCE OF PARTS

An essay is usually arranged as follows: title page, preface, list of tables, charts, maps, diagrams, the text, works cited, appendices, and bibliography. Keep in mind that not all essays are comprised of the above parts.

## THE TITLE PAGE

All written assignments should have a title page. The title of the assignment is placed 3 inches from the top of the page. Centre the title and all words in the title should begin with a capital letter- except prepositions, articles and coordinating conjunctions. The title is not underlined (or italics) unless there are book titles within the essay's title. In this case only the title of the book is underlined (or identified by italics):

### **The Madness in *King Lear***

The title of a short story or a poem, within your essay's title, is placed in quotation marks:

### **The Evil in "The Veldt"**

Remember the title should grab your reader's attention. Try to create a short snappy title that sums up the essence of your paper. However, don't be so obscure that your reader is left wondering what the essay title has to do with the essay. This title is not repeated on the first page of the actual essay.

The title page also shows your name, your teacher's name (correct spelling appreciated), the course code, the due date of the assignment and the date handed in. Begin this information on the centre line between the left and right margins, 3 inches up from the bottom of the page. Most word processors also have a title page template that your teacher may find acceptable.

## MARGINS AND SPACING

Assignments should be double-spaced and neatly machine printed on one side of white 21.6cm × 27.9cm paper. Each page should have a margin of 1 inch at top, bottom and both sides of the page (unless directed otherwise). These margins form the space that your teacher needs to write comments. In most word processors this is the default (standard) margin setting.

## PAGINATION

Every page, except the title page and the first page of the essay is numbered in proper sequence, with an Arabic numeral, flush with the right margin, 1/2 inch from the top of the page. Your surname precedes the page number. No punctuation is used. In word processing this is called a Header and will automatically number your pages for you once you have invoked the command.

## PARAGRAPHS

Indicate a paragraph through an indentation of five spaces from the left margin. Do **not** press the space bar on the keyboard five times -- use the Tab key instead or set your paragraph style to automatically indent the first line by 0.5". One sentence is usually not a paragraph.

## UNDERLINING AND QUOTATION MARKS

1. The following is a list of titles that are always underlined or put in italics (use one or the other not both or mixed!):

- 1.1 Books: *The Catcher in the Rye*
- b. One-act and full-length plays: *A Man for all Seasons*
3. Journal and Magazine titles: *National Geographic*
- d. Newspaper titles: *St. Thomas Times Journal*
5. Film titles: *Mortal Combat*
- f. Album titles: *Fresh Horses*
- g. Long poems published as a book: *Paradise Lost*
8. Television Programs: *Seinfeld*

1. The following is a list of titles that are placed in quotation marks:

- 1.1 Poem titles: **The Shark**
- 1.2 Short story titles: **The Veldt**
- 1.3 Titles of newspaper, magazine and journal articles:  
**Municipalities Warned of Bigger Cuts to Come**
- 1.4 Song titles: **Waterfalls**

1.5 The title of an individual show within the series: **The Trouble with Tribbles**

The rest of this style guide deals with formal essays and assignments that require you to deal with a text. Therefore if you are

## LISTING RESEARCHED WORKS

The majority of the assignments that you will hand in for marking will require you to consult outside sources. i.e. outside your own head and knowledge. These sources could include items such as: magazine articles, books, newspaper articles, critics' opinions of an author's work, song lyrics, the Internet, as well as many other sources. It is these sources that appear on a Works Cited page. When consulting these sources, it is important to ensure that they are **credible sources**. They must have validity. A chat line on the Internet, even though it might involve various opinions about a writer's work, is not a credible source as it can not be cited: there is no author, publishing company....

## THE WORKS CITED PAGE

The Works Cited page is the last page of your essay. Centered on the usual first line of the page is the title Works Cited. The actual first entry, book, magazine, article.... title, is placed two lines below the title. Begin all entries flush with the margin. However if an entry runs more than one line, all subsequent lines are indented five spaces. See the sample Works Cited page.

## ORDER OF ENTRIES

The entries on the Works Cited page appear in alphabetical order according to the author's surname. If there is no one identified author but rather an editor, then it is her/his last name that will decide where the entry will be placed on the Works Cited page. If you were to use only one short story from a book containing numerous short stories then you would place the short story on the Works Cited page according to the author's surname. If however you use three or four short stories, from the same anthology, but written by different authors, you would cite the source according to the editor's surname.

## AUTHOR UNKNOWN

If the author of a particular source is unknown or does not appear on the article, book.... then the entry is alphabetized according to the first word of the title excluding words such as A, The, An. Therefore an article titled A guide to Animal Behaviour would be entered in Works Cited under Guide to Animal Behaviour.

## SAMPLE ENTRIES

*Books: One Author*

**Bronte, Emily. *Wuthering Heights*. Toronto: Penguin Books, 1965.**

**Crichton, Michael. *Rising Sun*. Toronto: Random House Canada Inc., 1992.**

**Shakespeare, William. *King Lear*. Toronto: Harcourt Brace Jovanovich, Canada Inc., 1990.**

*Books: Two or Three Authors*

**Green, Joan M., Natalie Little, and Brenda Protheroe. *Your Voice and Mine*. Toronto: Holt, Rinehart and Winston, 1987.**

*Books: Author and Editor*

**Shakespeare, William. *Macbeth*. Ed. Betty Bealey. Toronto: Longman, 1965.**

*Books: Government Publication*

**U.S. Department of Justice. *The United States Marshals Service, Then... and Now*, October 1978.**

*Books: Corporate Author*

**Esso Oil Limited. *The Review*. Toronto: Esso Oil, Fall 1968.**

*Play Taken from a Book*

**French, David. *Jitters. Modern Canadian plays*. Rev. ed. Ed. Jerry Wasserman. Vancouver: Talonbooks, 1986.**

*Essay Taken from a Book*

**McLean, John L. Jonathan Swift. *McGill's Survey of World Literature*. New York: Salem Press, Inc., 1993. 1875-1890.**

*Newspaper Article: author given*

**Mackenzie, Donald. Johnson Promises a Stronger Quebec. *London Free Press*, 16 Oct. 1995:A1.**

*Newspaper Article: author's name not given*

**Lawyer Who Kept Tapes Unashamed. *London Free Press*, 16 Oct. 1995:A8.**

Abbreviate all months except May, June, and July. A refers to the section, 1 to the page number of the newspaper.

*Short Story Taken From a Book*

**Conrad, Joseph. The Secret Sharer. *A 20th Century Anthology*. Eds. W.E.Messenger and W.H.New. Scarborough: Prentice-Hall Canada, 1984. 5-33.**

**Ross, Sinclair. Cornet at Night. *Literary Experiences Volume One*. Scarborough: Prentice-Hall Canada Inc., 1989. 239-256.**

*Poem Taken From a Book*

**Birney, Earle. The Bear on the Delhi Road. *15 Canadian Poets x2*. Ed. Gary Geddes. Toronto: Oxford University Press, 1970. 60-61.**

*Magazine Article: monthly or bi-monthly*

**Parfit, Michael. Diminishing Returns. *National Geographic*, Nov.1995: 2-37.**

*Editorial*

**Cuts Without a Map. Editorial. *London Free Press*, 16 Oct. 1995:A8.**

*Encyclopedia: author known*

**McDonald, Forrest. History of the United States. *Collier's Encyclopedia*. 1978 ed.**

*Encyclopedia: author not known*

**Earp Wyatt. *Collier's Encyclopedia*. 1981 ed**

*Book Review*

**Heaney, Ellen. Rev. of *Amy's Promise*, by Bernice Thurman Hunter. *Resource Links*, Oct. 1995.**

*Record Album, C.D., Cassette*

**Beatles. *Sgt. Pepper's Lonely Hearts Club Band*. EMI Odeon, SHZE 401, 1967.**

*Song Lyric*

**Saens-Saint Camille. The Swan (Carnival of the Animals). *An Angel's Noel*. Sugo Records, 1991.**

*Film From Videocassette*

***I Heard the Owl Call my Name*. Dir. Daryl Duke. With Tom Courtenay and Dean Jagger. Prism Entertainment Corp., 1986.**

*Television Program*

***Chernobyl: The Awakening*. CBC. 5 Mar. 1993.**

☞ If you saw the program on a station that is a member of a particular network, that information follows the title: CBC, ABC, FOX.

*Interview*

**Clark, Luci. Personal interview. 7 Feb. 1995.**

*Computer Software*

**O'Brien, Robert. *Color Graphics*. Computer software. Microsoft, 1987. IBM PC-DOS 2.0, 256KB, disk.**

**INFORMATION FROM THE INTERNET**

Students are encouraged to make use of the Internet to aid them in searching for information on an essay topic or research paper. However, keep in mind that the Internet is one source with many different pieces of available information. The information used by the student, from the Internet, must be reliable and credible. If the information cannot be traced to a specific source then it leads to the information being of questionable origin. Therefore in order to be able to incorporate information from the Internet into the essay, it must be acknowledged in the same way as print material (books, magazines): author's name, publication information... the information should be as complete as possible.

*World Wide Web*

**Author. Title of Item. [Online] Available <http://address/filename>, date of document or download.**

**Angier, Natalie. Chemists Learn Why Vegetables Are Good For You. *New York Times* 13 Apr. 1993, late ed.: C1. *New York Times*. Online. Nexis. 10 Feb. 1994.**

For further information on citing Online Databases see *MLA Handbook for Writers of Research Papers* located in school library or see an English teacher.

## QUOTATIONS

Although it must be remembered that it is your words and your insights that will win your reader to your point of view, it often becomes necessary to quote from the text that you are writing about (short story, novel or a secondary source) in order to illustrate and reinforce your arguments. If you are challenging an opposing point of view, then quote the point of view before critiquing it. Quotations must be introduced into your text in such a way so as to not appear as if they parachuted into the essay. Be careful that you do not fill your essay with too many quotations; it will appear as if you simply summarized the text.

### QUOTATION FROM THE TEXT

Short single sentence quotations should be incorporated directly into the body of the essay and placed in double quotation marks. The quoted material should be merged as naturally as possible.

**Morag's pride and thirst for something other than what Christie, Prin, and the town of Manawaka can offer her, drive Morag out of Manawaka. She is determined that, Nothing- nothing-is going to endanger her chances of getting out of Manawaka. And on her own terms, not the town's (168).**

A quotation may appear at the beginning, middle, or end of your sentence. If the quote ending the sentence requires a parenthetical reference, place the sentence period after the reference. (See above quote.)

### LONG QUOTATIONS FROM THE TEXT

If a longer quotation is necessary and runs to more than four typed lines, set it off from your text by beginning a new line ten spaces (push indent key F7 twice in WordPerfect) from the left margin. Usually the quoted material is introduced with a colon. No quotation marks are used around the quoted material and at the end of the quotation use the appropriate end punctuation, double space open brackets, enter the page number and close the brackets. The quote should be double-spaced. There is no need to indent the first line any more than the rest, unless you are using two or more paragraphs. Then the first line of each paragraph should be indented another

three spaces (or one Tab). If there is dialogue within the quote, denote it with single quotation marks.

**When typhus fever kills half of the inmates , the school is investigated and a disturbing discovery is made:**

**the unhealthy nature of the site; the quantity and quality of the children's food; the brackish fetid water used in its preparation; the pupil's wretched clothing and accommodations (115).**

A new paragraph should not be started after a long quote unless one would normally occur at this point. Ending a paragraph with a quote often leaves the reader with a sense of an unfinished thought.

#### **ELLIPSIS (LEAVING OUT PART OF THE QUOTATION)**

Sometimes it is necessary to omit part of a quotation. This is known as an ellipsis and is denoted by the use of three spaced periods (...). This occurs if the ellipsis is within a sentence as shown in the example below.

**Bessie, Jane's nursemaid, chides her for lifting a hand against young master Reed despite the fact that he initiated the quarrel. Jane is told, what shocking conduct Miss Eyre, to strike a gentleman...your young master (44).**

If an entire sentence or paragraph is missing from the quote, four periods are used. However if there is a parenthetical reference following the quote and the ellipsis is at the end of the quote, place only three periods in the quote, cite the source, and then place the fourth period after the reference to denote the end of the sentence.

#### **CHANGING AND ADDING WORDS**

Although you must copy a quotation exactly as it appears including spelling, capitalization and punctuation, sometimes you need to make changes. The changes that are made to the original quotation appears in square brackets. Such changes might include: verb tense and pronoun agreement.

**When Jane does leave Lowood, she has the means of an excellent education placed within [her] means (115) and it is this education that enables her to be independent.**

[her] replaced my

If an error is present in the quoted material, the Latin word *sic* (so or thus) is used to indicate the error. Square brackets are used.

**McGregor's Journal entry for the fifteenth of December contains the following cryptic comment on the relationship: lunched with Ian McTavish, he is still seathing [sic] about the delay .**

#### QUOTATION - VERSE

If the material is between one and three lines long, from a poem or a play, you may incorporate it into the text, enclosing it in quotation marks. A slash is used to indicate where lines begin and end.

**One prominent use of imagery occurs in the play *Romeo and Juliet* when Romeo compares Juliet to the sun. He says "It is the east, and Juliet is the sun! / Arise, Fair sun, and kill the envious moon" (2.2.3-4).**

If a verse quotation is more than three lines long, indent each line of the quotation ten spaces from the left margin; omit quotation marks, and double space the material.

**Blake presents the experienced child in his poem "The Chimney Sweeper" from *The Songs of Experience*. The child states the following:**

**Because I was happy upon the heath,**

.....

**They clothed me in the clothes of death,**

**And taught me to sing the notes of woe.**

The row of ellipses indicates the omission of a line of the poem.

#### BIBLICAL QUOTATIONS

The *MLA Handbook* located in the school library provides the accepted abbreviation for all of the books of the bible. A biblical quotation is followed by the book, chapter and verse.

**And all wept, and bewailed her: but he said, Weep not; she is not dead, but sleepeth (Luke. 9:52).**

Avoid quoting from the dictionary. This is a sure way to bore your reader. It is assumed and expected that you would use your dictionary when necessary. A sentence that begins: “According to New Webster’s Expanded Dictionary...” is boring.

### Documentation

It is essential that you document the sources that you have used in your essay. Both direct quotations (i.e. taken exactly as they appear from the text) as well, paraphrased ideas must be acknowledged. Failure to document ideas is plagiarism and constitutes a serious academic offense. Plagiarized essays will receive a grade of zero and theft in one essay puts all other essays in the course under suspicion. In post-secondary institutions, plagiarism can result in expulsion.

Factual information that is common knowledge need not be documented. However determining what is common knowledge is not always easy. If in doubt, document but be careful not to overdue the use of references.

## DOCUMENTING QUOTATIONS

### Essays Using One Text:

A lot of the essays that you will write in your academic career will involve the use of only one text: Shakespeare’s *Macbeth* or Alice Munroe’s *Boys and Girls*. As long as your introductory paragraph tells your audience the text and the author’s name that you will be working with in the essay, all that you need to do is enclose the page number in parenthesis following the quotation.

**In Margaret Laurence’s *The Diviners*, each time that Morag Gunn returns to Manawaka, for either a visit or a funeral, she becomes more comfortable with her roots. While still married to Brooks, she returns home from Prin’s funeral and realizes that Christie would not embarrass her any longer (271). She tells Pique,**

**about Christie, that I used to think he stank of garbage but now I'm not sure he did and I wonder why it mattered (390).**

### **Essays using one Shakespearean Text:**

Instead of placing the page number in the parenthesis, use the act, scene, and line numbers: (3.1.25-30). If you use an extremely long quotation but you leave out a number of lines in the quotation then document the quotation like this: (1. 1.3-8, 12-15).

If you wish to use a quote from the editor's notes, it must be documented. If the editor's name is mentioned as an introduction to the quotation, all that is needed is the page number. However if the editor's name is not mentioned then it as well as the page number must appear in the parenthesis, after the quotation.

**In McCann's description of the role of the Fool, in *King Lear*, he points out that the Fool's words, help us to understand the turmoil and agony in Lear's mind (xlviii).**

*or*

**The Fool's words help us to understand the turmoil and agony of Lear's mind (McCann xlviii).**

### **Essays Using More than One Outside Source:**

If you are using two or more outside sources then you must make it clear to your audience exactly where each quotation comes from. If the sentence does not make the author's name clear, then the author's name as well as the page numbers must be placed in the parenthesis.

**In *Nineteen Eighty-Four*, George Orwell created the character of Winston Smith to represent humanity. In the novel, Smith is a member of the Outer Party, which helps to maintain total control over the lives of the people. In this way, *Nineteen Eighty-Four* is the story of Winston Smith's futile battle to survive in a system that he has helped to create (Franks 1419). Smith has many characteristics that represent humanity. His varicose ulcer above his right ankle (Orwell 3) is a physical ailment that represents the many weaknesses of humanity in general.**

If the sentence makes the author's name clear, then only the page number must be placed in the parenthesis.

**In *Nineteen Eighty-Four*, George Orwell created the character of Winston Smith to represent humanity. In the novel, Smith is a member of the Outer Party, which helps to maintain total control over the lives of the people. One critic, Franks, feels that in this way, *Nineteen Eighty-Four* is the story of Winston Smith's futile battle to survive in a system that he has helped to create (1419). Smith has many characteristics that represent humanity. Orwell gives Smith a varicose ulcer above his right ankle (3), as a physical ailment to represent the many weaknesses of humanity in general.**

### **Two Books by the Same Author:**

If you are writing an essay, on one particular author, that involves two or more of the author's works then the name of the author does not need to appear in the parenthesis. However, it must be made clear to your reader which book you are quoting from. Therefore, if the context of the quotation does not make clear the book, the book's title is placed inside the parenthesis as well as the page number.

**In *2001*, Clarke makes the connection that if their creations have lasted for eons then the alien creators are equally ancient:**

**Whether the civilization that set it up still exists, we do not know. We must assume that creatures whose machines still function after three million years may build a society equally long lasting (161).**

**The Overlords do not rival the Ramans or Monoliths in age, but they do prove to pale humans by comparison. Mankind first sees the Overlords and is shocked to find them to be incarnate versions of the classical image of the Devil. Clarke offers a reason for their shock right after the Overlords reveal themselves for the first time:**

**It was, of course, universally assumed that the Overlords, or beings of the same species, had come into violent conflict with ancient man. The meeting must have lain in the remote past, for it had left no traces in recorded history (*Childhood's End* 70).**

**Two or More Books with Different Authors with the Same Surname:**

If you are writing an essay where the author of separate sources share the same surname, then you need to distinguish between the two writers by adding their initials to the parenthetical documentation: **(Brown, M. 101-102)** or **(Brown, Q. 438)**. However if the context of the quotation makes the author's name clear, only the page numbers are necessary.

**Works with Two or Three Authors:**

**(Jones, Smith and Malone 199)**

**Works with more than Three Authors:**

**(Clark et al. 19)**

**Works with no Given Author:**

**(*Beowulf* 59)**

☞ Consult the *MLA Handbook* for any source not listed above.

**Documenting Ideas:**

If the sentence makes the owner's name known then the sentence with the borrowed idea needs only a page number after it.

**Nathan Jones, a critic, feels that despite the fact that Hamlet indicates a willingness to play at being mad, Hamlet does indeed, go mad (15).**

If the sentence does not make the owner's name clear, then the sentence with the borrowed idea needs both the name and the page number.

**Although Hamlet indicates to the reader that he will pretend to be mad, Hamlet does indeed go mad (Jones 15).**

Sinning Bravely

Adam Johnson

(Teachers Name)

ENG 3A

March 5,2000

### Works Cited

- Atwood, Margaret. *Surfacing*. Toronto: Paperjacks, 1973.
- Atwood, Margaret. *The Handmaid's Tale*. Toronto: Ballantine Books, 1985.
- Barker, Ray, and Robert Smith. Freedom. *MacLean's*. 18 Aug. 1965: 23-26.
- Canada. Ministry of Supply and Services. *Canada Yearbook 1975*. Ottawa: Statistics Canada, 1975.
- Clarke, Arthur C. *Rendezvous With Rama*. New York: Ballantine Books, 1953.
- Franks, Carol. George Orwell. *McGill's Survey of World Literature*. Ed. Frank Magill. New York: Salem Press Inc., 1993. 1403-1420.
- Gould, Lois. X. *Literary Experiences I*. Ed. John Oster, Margaret Iveson, and Jill McClay. Scarborough: Prentice-Hall Canada Inc., 1989. 28-37.
- McClung, M.G., et al. *Cycles 4*. Scarborough: Prentice-Hall Canada Inc., 1990.
- Richardson, John. Homeowners- Rising Cost of Owning a Home. *Toronto Star*. 16 May. 1994: C4.

**Compiled by: Mrs. M. Boughner**  
Oct. 18,1999