



**ST. PAUL
CATHOLIC
HIGH SCHOOL**

STYLE GUIDE

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INTRODUCTION

The information in this writing document has been prepared to guide students when they are assigned formal essays. The guide establishes a consistent approach to essay writing for all grade 9 – 12 courses.

HEADER INFORMATION starts 2.5 cm from the top of the page. Traditionally, title pages have always accompanied essay submissions. However, all the necessary information listed on the title page can easily be included at the top left-hand corner of the first page of the essay. This is called “header information” and it replaces the title page because it saves paper.

Example:

Arliss Seecharan Ms. S. Botti BBI 20 April 22, 20__ <p style="text-align: center;">(Double space here)</p> <p style="text-align: center;">Should Business Be Responsible for Cleanup of the Environment?</p> <p style="text-align: center;">(Double space here)</p>

SPACING

A research paper must be double-spaced throughout, including quotations, notes, and the list of works cited.

PAGE NUMBERS

Number all pages consecutively in the upper right hand corner or centred at the bottom of the page. Type your last name before the page number. Do not use abbreviations before the page number. (Johnston 6)

CITING REFERENCES

In order to let the reader know exactly where each fact, opinion, quotation, or idea was obtained, and to avoid plagiarism, specific

information must be stated in the text of the essay or paper.

This information is stated in parentheses at the end of a direct or indirect quote and is known as **parenthetical documentation**. Both American Psychological Association (APA) and Modern Language Association (MLA) use parenthetical citations and do not use endnotes or footnotes.

Parenthetical citations: Author's name, and page numbers placed in text in parentheses. Example: (Thompson 32-33) with full bibliographical data in a list titled Works Cited at the end of the paper.

Parenthetical citation, when no page number is given, as in most electronic media references, includes the author's last name and a shortened version of the title within the body of the text. Example: (Lanken, When the)

Use the following samples from literature, history, and science for the correct format.

HANDLING QUOTATIONS IN AN ESSAY

Strong arguments, backed up with evidence, are the hallmark of a good essay. Using quotations and correct citation is the accepted manner with which to document an academic essay. At first glance this may seem an intimidating process, but by following a simple structure, writing a solid essay can be simplified considerably. The sequence of lead, quotation(s) and comment is the basic structure that all good writers use.

SAMPLES FROM LITERATURE

1. VERSE (ONE LINE OF POETRY)

Although Friar Laurence agrees to wed Romeo and Juliet, he cautions Romeo to proceed "Wisely and slow, they stumble that run fast" (II.3.94). His advice underscores the impetuous nature of young love in the play.

2. VERSE (MORE THAN ONE LINE OF POETRY)

The clash between rash and emotional decisions and the need to temper action with thought is further explored in the balcony scene. Although Romeo and Juliet profess their love and plan to marry that day, Juliet is contemplating the consequences of their actions:

I have no joy in this contract to-night.
It is too rash, too unadvised, too sudden
Too like the lightning, which doth cease to be
Ere one can say "it lightens" (II.2.117-120)

Juliet realizes, as Friar Laurence noted earlier, that there could be serious consequences to their sudden decision.

3. PROSE (FOUR LINES OR LESS)

a) One Cited Source

If your essay is about one literary work, cite the page number at the end of the quotation. Because you are only referring to one work, it is not necessary to cite the author's last name.

David is constantly puzzled by the adult world around him. When he finally realizes that the people of Waknuk would consider Sophie a blasphemy, he states, "A blasphemy was a frightful thing. Yet there was nothing frightful about Sophie. She was simply an ordinary little girl - if a great deal more sensible and braver than most" (14). At this moment in the novel, David rejects what his society considers as the norm.

b) Multiple Cited Sources

If you are writing a comparative essay, or a research paper with multiple sources, it is necessary to cite the author's name to indicate to which book you are referring. All of these sources should be listed in your Works Cited section. If you are using more than one book by the same author, then you need to include the title.

In the novel **The Chrysalids**, David is constantly puzzled by the adult world around him. When he finally realizes that the people of Waknuk would consider Sophie a blasphemy, he states, "A blasphemy was a frightful thing. Yet there was nothing frightful about Sophie. She was simply an ordinary little girl - if a great deal more sensible and braver than most" (Wyndham 14). At this moment in the novel, David rejects what his society considers as the norm.

Similarly, in the novel **Nineteen Eighty- Four**, Winston rebels against his society and commits "thoughtcrime" (Orwell 45).

4. PROSE (MORE THAN FIVE LINES)

Old Major, the Prize Boar on Animal Farm, leads the other animals to revolt when he addresses their concerns in his speech:

Is it not crystal clear, then, comrades, that all the evils of this life of ours spring from the tyranny of human beings? Only get rid of Man, and the produce of our labour would be our own. Almost overnight we would become rich and free. What then must we do? Why, work night and day, body and soul, for the overthrow of the human race! (Orwell 20)

With these words, Old Major convinces his comrades to rebel against the injustices and ill treatment they have received at the hands of Mr. Jones.

RELIGION

When quoting Biblical passages, follow the rules as stated above. Indicate the book from which you are quoting, the chapter, and the verses (i.e. Psalm 23:1-2).

SAMPLES FROM HISTORY

SINGLE QUOTATION WITHIN A SENTENCE

Four years after the end of World War II, Europe was ill at ease as Moscow installed communist governments in territories that they occupied. The Minister of External Affairs, Louis St. Laurent, summed up Canada's position, and that of most European democratic governments, by stating that "If forced, they may seek greater safety in an association of democratic and peace-loving states willing to accept more specific international obligations in return for a greater measure of national security" (NATO Factsheet 1). This was not mere blustering on the part of Canada. On April 4, 1949 the North Atlantic Treaty was signed in Washington by Canada, the United States and a total of nine European countries.

COMPARISON WITHIN ONE SENTENCE

The recent election on the Free Trade Agreement ignited more passion in Canada than has been seen in many modern day contests but paled in comparison with the fraud and violence of the Confederation era. During the election of 1857 'there were some doubtful returns in one Lower Canadian constituency, where George Washington, Julius Caesar, and Judas Iscariot were each recorded as having cast their votes" (Careless 242) and violence flared in 1861 as "the Conservative supporters of John A. Macdonald fought a pitched battle in Kingston with the Reform supporters of Oliver Mowat" (Waite 11). Twentieth century electoral reforms have made elections more honest, although considerably duller, competitions between parties.

SAMPLES FROM SCIENCE

The results of the experiments were later confirmed (Naismith 91).
OR Naismith (91) later confirmed these results.

WORKS CITED

The Works Cited section of your paper should list all the works that have contributed ideas and information to your paper. A citation such as **(Thompson 32-33)** enables the reader to identify the source in the Works Cited page. The parenthetical citation example (Thompson 32-33) is now moved to your works Cited list at the end of your paper. Inserted in alphabetical order by author's surname, the works cited reference for Thompson might look like the following, assuming it is a book:

Thompson, Alice. Books in Space. Toronto: Let's Fly Press, 1999

Below are sample entries for most situations that you will encounter in essay writing.

BOOK BY ONE PERSON

Laurence, Margaret. The Stone Angel. Toronto: McClelland and Stewart, 1968.

ANTHOLOGY BY ONE EDITOR

Weaver, Robert, ed. Small Wonders. Toronto: Canadian Broadcasting Corporation, 1982.

ANTHOLOGY BY MORE THAN ONE EDITOR

Cuff, Harry, and Percy James, eds. Twelve Newfoundland Short Stories. St. John's, Newfoundland: Harry Cuff Publications, 1982.

BOOK BY TWO OR MORE AUTHORS

Jakobson, Roman, and Linda R. Waugh. The Sound and Shape of Language. Bloomington: Indiana VP, 1979.

TWO OR MORE BOOKS BY THE SAME PERSON

Mitchell, W.O. Who Has Seen The Wind. Toronto: Macmillan, 1947.

The Vanishing Point. Toronto: Macmillan, 1947.

(Note: Two or more works by the same author are listed chronologically.)

A WORK IN AN ANTHOLOGY

Birney, Earle. "Bushed." Fifteen Canadian Poets. Eds. Gary Geddes and Phyllis Bruce. Toronto: Oxford University Press, 1970.

AN EDITION WITH INTRODUCTION OR PREFACE

Adams, Richard. Introduction and Notes. Richard III. By William Shakespeare. Great Britain: Macmillan Education Ltd., 1974.

MULTIVOLUME WORK

Chapman, Marilyn, ed. Windows and Mirrors. 2 vols. Scarborough: Prentice-Hall Canada, 1986-87.

ARTICLE IN A REFERENCE BOOK, ENCYCLOPEDIA OR DICTIONARY

When citing well-known reference books it is not necessary to mention editor(s) or even full publishing information. For such works, list only edition and date of publication. If an article from an encyclopedia is signed, include author's name first. In less familiar works, include editor, if there is one and full publishing information.

"Faction." The Penguin Modern Guide to Synonyms and Related Works. 1987 ed.

Ross Howard. "Pollution." The Canadian Encyclopedia. 3 vols. Edmonton: Hurtig Publishers, 1985.

AN ARTICLE IN A PERIODICAL

Include page references where article can be found

Mitchell, Barbara. "The Long and Short of It: Two versions Who Has Seen The Wind." Canadian Literature. 119 (Winter 1988): 8-22.

AN ARTICLE FROM A DAILY NEWSPAPER

Roseman, Ellen. "Templeton Stock Fund Roams The World." Globe and Mail. 17 February 1994, c1.

TELEVISION AND FILM

"The Joy Ride." Writ. Alfred Shaughnessy. Upstairs. Downstairs. Created by Eileen Atkins and Jean Marsh. Dir. Bill Bain. Prod. John Hawkesworth. Masterpiece Theatre. Intro. Alistair Cooke. PBS. WGBH, Boston. 6 Feb.1977.

Chaplin, Charles, dir. Modern Times. With Chaplin and Paulette Goddard. United Artists, 1936.

HOW TO CITE ELECTRONIC MEDIA

A. Electronic mail message (e-mail)

Author. Subject of message [e-mail to receiver's name], [Online]. Available e-mail: receiver's e-mail address. Date

Example:

Templeton, P.K. Project Deadline [e-mail to phikap@aol.com], [Online]
Available e-mail: phikap@aol.com. June 5, 1995.

B. Articles available by mailing lists: (list services)

Author. Title. Available list address. Message: Date

Example:

Root, C. ESL and learning disabilities: A Guide for the ESL practitioner. TESL-EJ. Available e-mail: LISTERV@CMSA>BERKLEY>EDU
Message: GET TESLEJO1 A-4 TESLEJLF=Mail, 1994.

C. Magazine article from a magazine database (EMAS)

Author's last name, first name. "Title of work." Article's original source and publication date: page numbers. Product Name. Date researcher visited site. <Electronic address, or URL, of the source>.

Example:

Lanken, Dane. "When the Earth Moves". Canadian Geographic March-April: 55-73. EBSCO Publishing. 15 Apr 1998.
<http://www.com/ehost/login.html>.

D. WORLD WIDE WEB (WWW)

Author, Title of item. [Online] Available:

<http://address/filename>. Date of document or download.

Example:

DiStefano, Vince. Guidelines for better writing. [Online] Available
<http://www.usa.net/~vined/home/better-writing>. January 9,
1996.

E. Articles from CD-ROMS

Author. (if listed) "Title of Article." Title of CD. [Compact Disc.]

Place of Publication, Publisher, Date.

Example:

"Papaya" The World Book Multimedia Encyclopedia. [CD ROM].
Chicago, World Book Inc., 1995.

Note:

- For additional up-to-the-minute information of documenting sources from the World Wide Web:
<http://www.mla.org/style/sources.htm>.
- You may also purchase the MLA Handbook for Writers of Research Papers (1999) at most bookstores, especially university bookstores.
- If you list sources not cited in your paper, the term Bibliography is used to title your references.

STYLE IN ESSAY WRITING

1. Never use first person (i.e. I, me, us, we, my, our, mine, myself) or second person (i.e. you, yours, yourself) in a formal essay. Always use third person (i.e. he, she, it, one, them, their, themselves).
2. Write in one consistent tense throughout the entire essay. It is best to write in the present tense but the past tense can be used instead.

3. Never use abbreviations (i.e. etc, e.g.), contractions (i.e. can't, won't), or symbols (i.e. %, &, #).
4. Use numerals in an address or date, or when used in a scientific subject before a technical unit of measurement (i.e. 20 amperes). In a scientific paper, you may use the percent (%) sign when it is preceded by a number (i.e. 35%). Write out numbers written in one or two words and represent other numbers by numerals. Spell out a number or unit at the beginning of a sentence.
5. Never refer to an author by first name alone. Use first and last name or just the last name (i.e. NOT Margaret or Marg RATHER Margaret Laurence or Laurence).
6. When using a quotation in an essay, the writer must always prepare the reader for the quotation by building up to it and leading into it and by later explaining the significance of the quotation. (See "Samples from History and Literature")
7. In scientific papers the text is divided into sections using titles and subtitles.
8. Scientific papers are usually illustrated with diagrams, pictures, figures, and graphs. These are to be included within the text where appropriate and described in the text. Under each figure should appear Fig 1, a description of the figure, and a reference citation. Subsequent figures are listed as Fig 2, Fig 3, etc. and handled in the same manner.

WRITING STANDARDS

Written work intended for submission must meet minimal standards to be accepted. These are as follows

- ❖ Ideas are clearly and logically presented and adequately developed.
- ❖ Organization is clear and coherent.
- ❖ Sentences are free from excessive errors in punctuation and mechanics.
- ❖ Words are used appropriately and spelled correctly.
- ❖ Style is appropriate and consistent
- ❖ Documentation is accurate and appropriate

MAJOR SENTENCE ERRORS

FRAG Incomplete sentences or sentence fragments

Incorrect: While walking through the corridor.
The boys practicing football.

Correct: While walking through the corridor, I noticed the new paint.
The boys are practicing football.

R.O. Run-on sentence

a) Failure to use a period.

Incorrect: The ball rolled out he let it go.

Correction: The ball rolled out. He let it go

b) The comma-splice error.

Incorrect: We went to see Dr. Lorry, he is my dentist.

Corrections: We went to see Dr. Lorry. He is my dentist.

OR We went to see Dr. Lorry, who is my dentist.

c) "So" used instead of "therefore".

Incorrect: The weather was wet so we did not go.

Corrections: The weather was wet; therefore, we did not go.
OR Because the weather was wet, we did not go.

F.P.R. Inaccurate or faulty pronoun reference

Incorrect: If anyone has found a brown wallet, would they return it to the office.

John told Bill he would be late.

Corrections: If anyone has found a brown wallet, would he return it to the office.

John told Bill that Bill would be late.

OR John told Bill, "You will be late."

S.V.A. Faulty subject-verb agreement

Incorrect: The use of onions make cook cry.

Each of the speakers were present.

Bacon and eggs are a typical breakfast

Corrections: The use of onions makes a cook cry.

Each of the speakers was present.

Bacon and eggs is a typical breakfast.

T.S. Faulty tense change

Incorrect: As I ran down the stairs, he trips me.

Corrections: As I ran down the stairs, he tripped me.

Is-when "Is when" ("When", "Where", or "Because" clauses used as noun clauses).

Incorrect: The climax is when the hero stabs the villain.

His excuse was because he was sick.

I see where they had a riot in Quebec.

Corrections: The climax occurs when the hero stabs the villain.

His excuse was that he was sick.

I see that they had a riot in Quebec.

M.M. Misplaced modifiers

Incorrect: I fell and hurt myself seriously on the rear platform.

Correction: I fell on the rear platform and seriously hurt myself.

D.M. Dangling participles, gerunds, and infinitives

Incorrect: Sitting on the veranda, forty cows were seen.
After listening intently, a faint groan was heard.
To play bridge well, a good hand is needed.

Corrections: While we were sitting on the veranda, forty cows were seen.

OR Sitting on the veranda, I could see forty cows.

After listening intently, we heard a faint groan.

To play bridge well, one needs a good hand.

F.P. Faulty parallelism

Incorrect: In English we learn how to write compositions and correct speech.

I like fishing, swimming, and, of course, to go on a bike.

Corrections: In English we learn how to write compositions and how to speak correctly.

I like fishing, swimming, and, of course, biking.

