



## STYLE GUIDE

(Requirements for the format of papers as of September 2011)

Additional information and links to some of the major works cited can be found in the Library section at [www.summitpacific.net](http://www.summitpacific.net)

### I. General Information

#### A. **Definition of Terms**

1. Theme - A written exercise; composition,
2. Essay - An analytic or interpretative literary composition usually dealing with its subject from a limited or personal point of view.
3. Term Paper - A formal, well documented composition based for the most part on outside readings.

#### B. **References**

Baker, S.W. The Practical Stylist. New York: Thomas Y. Crowell, 1977.

Fowler, H. R., Aaron, J. E., McArthur, Murray. The Little. Brown Handbook. 2<sup>nd</sup> Canadian ed. Don Mills: Addison Wesley, 1998.

McCrimmon, J.M. Writing With A Purpose. 7<sup>th</sup> ed. Boston: Houghton Mifflin, 1980.

Random House Webster's College Dictionary. New York: Random House, 1996.

The Chicago Manual of Style. 14<sup>th</sup> ed. Chicago: The U. of Chicago Press, 1993.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 6<sup>th</sup> ed. Rev. by John Grossman and Alice Bennett. Chicago: The University of Chicago Press, 1996.

#### C. **Plagiarism**

Plagiarism is stealing the ideas of others and presenting them as your own. To avoid this serious offence, give proper acknowledgement to the sources of the words and ideas used in your paper. When quoting verbatim, be sure to use quotation marks and parenthetical references or footnotes. When incorporating an idea from another source, even if using your own words and sentence structures, be sure to credit the original source.

## **II. Guidelines for Term Papers**

### **A. Documentation Formats**

Individual academic disciplines require specialized documentation formats. Most commonly used in religious studies and the humanities are the formats of the Modern Languages Association (MLA) and the Chicago Manual of Style (CMS). Be aware that instructors in other disciplines may require other formats, i.e., the American Psychological Association (APA) for the social sciences, etc.

### **B. The General Sequence of the Paper**

#### **1. Title Page**

The title page sample in this guide will be the recognized Summit Pacific format. See Page 5.

#### **2. The Outline**

The outline may be either topical or sentence. See the sample pages in this guide and The Little Brown Handbook (47-51) for spacing and format.

#### **3. The Body**

The title of the paper must be centered and placed 9 lines down from the top of the page. Triple space between the title and the first paragraph. The first full line of type on each page is 9 lines from the top. Outlines are centered on the page.

#### **4. Bibliography**

Appropriate documentation format must be followed. See The Little Brown Handbook and/or The Chicago Manual of Style.

(You can find links for online access to these resources in the Library section at [www.summitpacific.net](http://www.summitpacific.net).)

The bibliographic pages list the sources used in writing the paper. The MLA requires a Works Cited page. A Works Consulted section (sources consulted but not cited in the paper) may be added. The CMS reference section may be titled Bibliography or Works Cited.

### **C. Checklist for Term Paper**

1. Thesis stated in one sentence?
2. Thesis at the end of first paragraph?
3. Thesis clearly evident throughout paper?
4. Each paragraph begun with topic sentence?
5. Each with transitional tag?
6. Most paragraphs four or five sentences long?
7. Your best point last?
8. Conclusion an inverted funnel?
9. Generalizations and thesis free from fallacies?

10. Sentences show some variety?
11. Long sentences exhibit parallel construction?
12. No passive, no "There is . . .", "It is . . ."?
13. Colons and semicolons properly used?
14. Commas before every "and" and "but" that needs them?
15. A comma before every "which"?
16. Every "which" without a comma changed to "that"?
17. Every excess "of", "which", "that", "-tion", "to be", and "the use of" dropped?
18. Every noun-on-noun and "-type" revised?
19. All contractions changed to long form.
20. All excess wordage cut?
21. No sentence that could be misread?
22. Have you said it as briefly and clearly as possible?  
(Baker, inside of the front cover)

**D. Format**

1. Students are required to submit their papers in blue or black typescript.
2. Standard letter size paper (8 1/2" x 11") is to be used.
3. The text should always be double spaced.
4. Students using a computer to prepare papers should use Arial or Helvetica type face and use font size no larger than 12 point.
5. Conventionally, only third person has been used in academic writing. Use of first person is increasingly acceptable. Check with your instructor.
6. Margins should be 1 1/2" (4 cm.) on left hand; 1" (2 1/2 cm.) on the other three sides. See Page 7.
7. Place 2 spaces after a period, 1 space after a comma, semicolon or colon.
8. Short quotations are incorporated into the text and enclosed in quotation marks. Quotations longer than 4 lines must be indented 5 spaces on a new line and do not need quotation marks. MLA format requires double-spacing of longer quotes while CMS requires single spacing.
9. Do not use abbreviations and contractions. However, dates and numbers requiring more than 2 words may be typed as numbers (except at the beginning of a sentence).

10. Numbering of pages begins on the second page body with a "2" placed at the right margin 4 lines down from the top of the page and 5 lines above the first full line of type. Number the pages consecutively up to and including reference pages.
11. Headings must be centered, capitalized and underlined. Place works cited/bibliography section on a new page, with the heading centered at the top of the page. In MLA format, the works cited page is double spaced. CMS format calls for single spaced entries.
12. For correct documentation and bibliographic format, follow instructions given in The Little Brown Handbook and/or The Chicago Manual of Style.  
(You can find links for online access to these resources in the Library section at [www.summitpacific.net](http://www.summitpacific.net).)
13. This guide is the style sheet for Summit Pacific College. Other institutions will have their own requirements.

(9 single lines from the top of the page)

HOW AMERICAN PLACES GET THEIR NAMES

(6 single lines)

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(6 single lines)

A Term Paper  
(Backspace 6 from centre line)  
Presented to  
(Backspace 6 from centre line)  
the Instructor of the Department of English

Summit Pacific College

(4 single lines)

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(4 single lines)

In Partial Fulfillment  
(Backspace 11 from centre line)  
of the Requirements for the Course  
(Backspace 17 from centre line)  
English 103

(4 single lines)

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(3 single lines)  
by

John Doe

September 2007

## How American Places Get Their Names

Thesis: Although American place names resist scientific classification, they tend to be derived in three ways.

- I. They are borrowed directly from an existing name.
  - A. Some of them are Indian place names or the names of Biblical, classical, or European places.
  - B. Some are the names of historical figures: political leaders, military commanders, religious personages.
  - C. Some are the names of little-known people: early settlers and relations or friends of the person doing the naming.
- II. They are corruptions of an existing name.
  - A. The corruption may have come from the incompetence of translators.
  - B. The corruption may have occurred through the misreading of the name.
- III. They are inventions that commemorate particular situations.
  - A. Some are manufactured by combining parts of words or by spelling them backward.
  - B. Some describe the physical characteristics of an area.
  - C. Some refer to disputes or deaths
  - D. Some are the result of frustration.

(Revised from McCrimmon, 35)

1"  
2 1/2 cm.

Page #

Indent 1 tab (5 spaces) for paragraphs

1 1/2"  
4 cm.

1"  
2 1/2 cm.

1"  
2 1/2 cm.

## **E. MLA Parenthetical Documentation of Sources**

The MLA parenthetical documentation system requires in-text citations. In-text citations have two requirements:

- just enough information for reader to locate the appropriate source in the works cited list.
- enough information for the reader to locate the place in the source where the borrowed material appears.

### **1. Documentation of a Quotation**

a) Arthur C. Clarke suggests that the telephone could be mass produced quickly because it was "near the absolute zero of technological complexity" (87) .

b) A noted writer suggests that the telephone could be mass produced quickly because it was "near the absolute zero of technological complexity" (Clarke 87)

### **2. Documentation of a Paraphrase or Summary**

a) Payne stipulates that the connections between two paragraphs must be obvious (85-86).

b) One author stipulates that the connections between two paragraphs must be obvious (Payne 85-96).

Also see The Little Brown Handbook, pp. 576-582.

### **3. Works Cited & Consulted**

a) All books and articles parenthetically referenced as well as other material used but not specifically cited must be listed alphabetically, without being numbered, at the end of the term paper. This is usually done by the author's surname.

b) Periods are used to separate the author from the title and the title from the city of publication. A colon separates the city of publication from the publisher, while a comma separates the publisher and the date of publication.

c) When the author appears more than once, cite the entry with the earlier date first. If the entries have the same publication date, list in alphabetical order by title.

d) If two authors with the identical surname are used, list in alphabetical order by author's first name.

e) Italicized print is equated with underlining.

## 5. Samples of MLA bibliographic format:

### a) Books

#### **Book, One Author**

Bernstein, T. M. The Careful Writer: A Modern Guide to English Usage. New York: Athenum, 1965.

\*Also use the above format for pamphlets

#### **Book, Two or More Authors**

Ash by, E., & Anderson, M. The Rise of the Student Estate in Britain. Cambridge: Harvard University, 1970.

\*If more than 6 authors, then use et al. after first author to indicate and others.

#### **Book, Revised Edition**

Cohen, J. Statistical Power Analysis for the Behavioral Sciences. Rev. ed. New York: Academic Press, 1977.

#### **Book, Third Edition, Jr. in Name**

Strunk, W., Jr., & White, E. B. The Elements of Style. 3rd ed. New York: Macmillan, 1979.

#### **Book, Corporate Author, Third Edition, Author as Publisher**

American Psychiatric Association. Diagnostic and Statistical Manual of Mental Disorders. 3rd ed. Washington, DC: Author, 1980.

\*Alphabetize corporate authors by the first significant word of the name.

\*When the author and publisher are identical, use the word "Author" as the name of the publisher.

#### **Book, Multivolume (Only record the volumes used.)**

Johnson, E. Charles Dickens: His Tragedy and Triumph. Vols. 1-2. New York: Simon and Schuster, 1952.

**Edited Book**

Letheridge, S., & Cannon, C. R. eds. Bilingual Education: Teaching English as a Second Language. New York: Praeger, 1980.

Terry, M. C., ed. The Zondervan Pictorial Bible Dictionary. Grand Rapids, MI: Zondervan, 1963.

**Editor & Author**

Johnson, W. Worship in the Church. Ed. W. Jones. Toronto: Gage, 1976.

**Book, No Author or Editor**

College Bound Seniors. Princeton, NJ: College Board Publications, 1979.

\* Alphabetize books with no author or editor by the first significant word in the title.

\* In text, use the following parenthetical citation:  
(College Bound Seniors 21).

**Selection from an Anthology**

Shakespeare, W. "The Tempest." The Complete Works of William Shakespeare. Ed. J.D. Wilson. Cambridge: Cambridge U. Press, 1982.

**b. Periodicals****Journal Article, One Author, Continuous Pagination**

Lever, Janet. "Sex Differences in the Games Children Play." Social Problems 23 (1976): 478-87.

**Journal Article, Two Authors, Journal Paginated by Issue**

Becker, L. J., & Seligman, C. "Welcome to the Energy Crisis." Journal of Social Issues 37.2 (1981): 1-7.

**A Signed Magazine Article in a Monthly or Bimonthly Magazine**

McKenna, Brian. "Comrades-in-Arms." Saturday Night Dec. 1993: 38-41.

**A Signed Article in a Weekly or Biweekly Magazine**

Chisholm, Patricia. "Tycoon of the Tube." MacLean's 27 Nov. 1995: 36-38.

**Unsigned Article**

"The Right to Die." Time 11 Oct. 1976: 101.

**An Editorial or Letter to the Editor**

"Keeping Choice on the TV Dial." Editorial. Montreal Gazette 21 Nov. 1995:  
B2.

For a signed editorial, give the author's name first.

**A Review**

Buitenhuis, Peter. "The Wilds of the Past." Rev. of Friend of my Youth, by  
Alice Munro. Books in Canada May 1990: 19-22.

**An Abstract of a Dissertation**

Steciw, Steven K. "Alterations to the Pessac Project of Le Corbusier." U of  
Cambridge, England. DAI 46 (1986): 565C.

**Video Tape or Film**

Heeley, D., dir. Kramer, J., Producer. Bacall on Boart. New York: WNET  
Films, 1988.

**Recording**

Mozart, W. Symphony Nos. 40 & 41. Conductor G. Szell Cleveland Orchestra.  
Record No. MYT-37220 on the RCA Label, 1983.

**Radio and Television Programs**

"Swift Kick in the Year End." With Bob Robertson and Linda Cullen. Double  
Exposure. CBC. CBFT, Vancouver. 31 Dec. 1995.

**Live Performance**

The Duchess of Malfi. By John Webster. Dir. William Le Scriven. The  
Elizabethan and Jacobean Players, Toronto, 18 Mar. 1991.

### **c. electronic media**

Electronic correspondence, such as e-mail messages and conversations via bulletin boards and electronic discussion groups, is cited as personal communication in the text. However, if you are citing an on-line journal or information received on-line, use standard citation format and include the retrieval path.

#### **ELECTRONIC MAIL OR A PUBLIC POSTING**

Millon, Michele. E-mail to the author. 4 May 1997

Cramer, Sherry. "Recent Investment Practices." 26 Mar. 1997. Online posting.

Newsgroup biz.investment.current.

Usenet. 3 Apr. 1997. Tourville, Michael. "European Currency Reform." 6 Jan.

1997. Online posting. International Finance Discussion List. Bitnet. 23

Feb. 1997. Available infin@weg.isu.edu.

#### **ONLINE SOURCE FROM A COMPUTER SERVICE**

Ramirez, Anthony. "Computer Groups Plan Standards." New York Times. 14

Dec. 1993, late ed.: D5. New York Times Online. Online. Nexis. 16 July

1994.

#### **ONLINE SOURCE FROM A COMPUTER NETWORK**

An electronic text:

Austen, Jane. Emma. Ed. Ronald Blythe. Harmondsworth: Penguin, 1972.

Online. Oxford Text Archive. Internet: 15 Dec. 1994. Available

ftp:\\black.ox.ac.uk

An electronic journal or newsletter:

Palfrey, Andrew. "Choice of Mates in Identical Twins." Modern Psychology. 4.1

(1996) : 12 pars. Online. Internet. 25 Feb. 1996. Available

ftp:modpsy.liasu.edu/palfrey/4(1).txt.

See LBH pp. 593-598 for more information on electronic media, including how to cite CD-ROM information.

## **F. Chicago Manual of Style Documentation Format**

The Chicago Manual of Style requires a source-citation system of raised numerals in the text referring to footnotes (on the bottom of page) or endnotes (at the end of paper), along with a bibliographic section at the end of the paper. (See LBH pg. 681-687 or CMS).

- 1) The CMS format for the bibliographic pages is the same as the MLA system, except that entries are single rather than double spaced.
- 2) However, a different documentation format is used for end or footnotes.  
  
Single space the notes themselves and double space between notes. With footnotes, separate the notes from the text with a short line. See LBH p 681. See p 682 for spacing of endnotes.
- 3) Samples of CMS foot or endnote format (note: first line is indented five spaces) :

### **Book, One Author**

6. Martin Gilbert, Atlas of British History (New York: Dorset Press, 1968), 96.

### **Book with One, Two or Three Authors**

1. Peter Knudsen and David Suzuki, Wisdom of the Elders (Toronto: Stoddart, 1992), 107-211.

### **Book with an Editor**

2. D. Lochhead, ed., Made in Canada: New Poems (Ottawa: Oberon, 1970), 313.

### **An Anonymous Work**

1. Merriam-Webster's Collegiate Dictionary 10th ed. (Springfield, Mass.: Miriam Webster, 1993), 435.

### **A Selection from an Anthology**

4. Rosetta Brooks, "Streetwise," in The New York Urban Landscape, ed. Richard Martin (New York: Rizzoli, 1990), 38-39.

### **Journal Article with Continuous Pagination**

3. Janet, Lever, "Sex Differences in the Games Children Play," Social Problems 23 (1976): 482.

### **Journal Article with Separate Issue Paging**

2. June Dacey, "Management Participation in Corporate Buy-Outs," Management Perspectives 7, no.4 (1994): 22.

**Article in a Popular Magazine**

6. Brian McKenna, "Comrades in Arms," Saturday Night, Dec. 1993, 38-41.

**Online Source**

14. Jane Austen, Emma [book online], ed. Ronald Blythe (Harmondsworth: Penguin, 1972), Oxford Text Archive, accessed 15 Dec. 1995; available from ftp://black.ox.ac.uk.

\* note, date of access as well as address is given; when a source is also published in print, give the print info first.

**example**

14. Andrew Palfrey, "Choices of Mates in Identical Twins," Modern Psychology 4, (1996) : pars. 7-8 (journal online). Accessed 25 Feb. 1996; available from ftp://modpsy.liasu.edu/palfrey4(1).txt.

For more info on CMS text and online documentation see LBH pp. 680-688 or consult The Chicago Manual of Style.