

ECHS Standard Writing Style Guide

1. All assignments are to be typed. The computer lab is available before and after school and at noon hours if you do not have a computer at home.

You are required to use the following:

- Font – size 12
- Style – choose from formal, readable print fonts (Times New Roman, Arial, Century Gothic, Verdana, etc.)
- Spacing – Use 1.5 spacing
- Indent your paragraphs, or double enter between paragraphs (Yours or teacher’s choice).
- Number your pages consecutively throughout the manuscript (including the first page) in the upper right-hand corner of each page, one-half inch from the top

2. **Title page:** The following must be included:

Title of assignment
Your name
Your course code
Your teacher’s name (spelled correctly!)
Due date

Not all essays need a full title page. Ask your teacher. If the teacher provides no specific instructions for a title page, provide a full page with all the above information. Center the information as you see in the sample below.

<p>A Modest Proposal For Our ECHS Website</p> <p>(large space)</p> <p>Jason Vanderlaugh</p> <p>(large space)</p> <p>ENG3U Miss R. Smile Dec. 24, 2009</p>

If you do not need to provide a full title page, then format your first page as follows (Double space all info:)

Your name
Your teacher’s name
Course Name
Date

Title (should be centred)

Below is an example of a first page of an assignment that does NOT require a title page:

Jason Vanderlaugh
Miss R Smile
ENG3U
Dec. 24, 2009

A Modest Proposal for an ECHS Website

A proposal can lead one to fame or to defamation. The better one writes and presents the proposal, the better it will be accepted, and the author will be given the slap on the back. The less one spends in preparing a concise, neat proposal, the greater chance of a defeat and a kick out the door. Likewise, a proposal for a

3. **Documentation of sources:**

You are required to use the universally recognized procedure for parenthetical notes, footnotes or endnotes. **Parenthetical notes** are references placed in the text directly behind the sentence which quoted the source. Parenthetical notes can also be called **in-text citations**. **Footnotes** are numbered references to your sources which are placed at the bottom of each page of text and separated from the text by a short horizontal line. **Endnotes** are put at the end of your essay text rather than at the foot of each page. Footnotes and endnotes are numbered in ascending order throughout the entire text, with superscript numbers (the number being placed slightly above the line).

- **In-text citations** include enough information (usually the author's last name--the title of the work if there is no author--and the page number) for the reader to locate the source in the Works Cited list. If appropriate, it also includes a page number to help the reader locate the exact location of the quotation or other reference.

EXAMPLE: According to one source, "Over the past three decades, average spring temperatures in the northern Yukon have increased by an incredible six Celsius degrees" (Savage 34).

- If some of the information has been included in the body of the text, you do not have to repeat it in the in-text reference.

EXAMPLE: Candace Savage reports that "Over the past three decades, average spring temperatures in the northern Yukon have increased by an incredible six Celsius degrees" (34).

Unless the teacher specifies otherwise, students at ECHS will use the in-text citation or the parenthetical notes method as shown above.

- If you are using **footnotes**, put a small superscript number at the end of the material you wish to credit. At the bottom of the page, put the same number, followed by the citation.

EXAMPLE: According to one source, “Over the past three decades, average spring temperatures in the northern Yukon have increased by an incredible six Celsius degrees.”¹

¹Candace Savage, “Caribou Shuffle.” Canadian Geographic May-June 2001: 34.

- The first footnote citation for a particular work should include complete bibliographic information. Subsequent references to the same work need only include the author’s last name and the page number.

EXAMPLE: ²Savage 36.

4. **Works Cited Page:** (Could be confused with the Bibliography page)

This page contains a list of sources that you used while writing your assignment. The list serves several important functions. It allows readers

- to match up the footnote or parenthetical references with the full citation,
- to assess how credible and appropriate your sources are, and
- to find the works if they are interested in learning more about the topic.

The list must be carefully compiled and presented in a standard, logical format. (See samples)
Note that the title Works Cited would be centred on top of this page.

5. **Bibliography Page:**

This page would include ALL the sources that you have read for and quoted in your essay. Below is an example of a Bibliography page.

Bibliography

Abraham Ortelius and the First Atlas: Essays Commemorating the Quadricentennial of his Death, 1598-1998,

ed. by Marcel van den Broecke, Peter van der Krogt, and Peter Meurer. Houten, Netherlands: HES Publishers, 1998.

Ambroziak, Brian M., and Jeffrey R. Ambroziak. *Infinite Perspectives: Two Thousand Years of Three-Dimensional Mapmaking*. Princeton Architectural Press, 1999 (CH, Apr'00).

Andrews, J.H. *A Paper Landscape: The Ordnance Survey in Nineteenth-Century Ireland*. Oxford, 1975.

Art and Cartography: Six Historical Essays, ed. by David Woodward. Chicago, 1987.

Bagrow, Leo. *History of Cartography*. Rev. and enl. by R.A. Skelton. Harvard, 1966.

6. Immediately record bibliographic information:

Once you have found the sources you intend to use, you will need to identify them for your reader. For each BOOK you use, write a separate listing (on an index card or in some handy format available in your laptop computer or your notebook — whatever is convenient and cannot be lost), giving:

1. the name of the author or authors;
2. title;
3. editor, translator, compiler, if any;
4. edition, if it is not the first (i.e., 2nd ed., rev. ed.);
5. place and date of the book's publication; and

Write a separate listing for each article from a magazine or journal. Include

6. the name(s) of the author(s);
7. the title of the article;
8. the title of the periodical;
9. the date of the issue in which the article appears;
10. and the pages on which the article you are referring to appears.
11. the name of the book's publisher.

7. Guidelines for the Works Cited Page

*The works cited page is still in the text of your research paper and will include the page number heading continued from the last page of your text.

*Entitle this page: Works Cited. Center this title at the top of the page. Double space between the title and your first entry.

*List all entries in alphabetical order by last name of the author; sources with no author should be alphabetized by the first important word in the entry.

*Underline or italicize titles of independently published works: books, periodicals, etc.

*Use quotation marks around titles of short works such as a poem, article, or short story.

*Double-space between lines of an entry and between entries.

*Begin the first line of each entry at the left margin; indent all other lines five spaces.

*Each item in the entry should be separated by a period followed by one space.

*The bibliography page lists documents or sources read during research but not used in the text of your paper, while the works cited page only cites those sources quoted in your essay. Follow the same format as that of the works cited page.

Examples for the Works Cited/Bibliography Page

Basic forms for print, electronic and non-print sources

A book

Author(s). Title of Book. Place of Publication: Publisher, Year of Publication.

A part of a book (e.g., an essay or article in a collection such as SIRS, Opposing Viewpoints)

Author of the part. "Title of Article." Editor of whole. Title of Collection. Place of Publication:

Publisher, Year. Pages.

An article in a periodical (such as a newspaper or magazine)

Author. "Title of Article." Title of Source Day Month Year: pages.

An encyclopedia entry

Author. "Title of article." Title of Encyclopedia. Year edition.

A webpage

Author. Title of Page. Date of Posting/Revision. Name of institution/organization affiliated with site. Date of Access. <electronic address>.

An article in an online journal or magazine

Author. "Title of Article." Title of Journal Volume. Issue (Year): Pages/Paragraphs. Date of

Access <electronic address>.

Email

Author. Email to the author. Date.

Non-Print Media (video, filmstrip, CD-ROM, etc.)

Author. "Title." Format. Place: Distributor, Date.

Examples

A book with more than one author

Gesell, Arnold and Frances L. Ing. Child Development. New York: Macmillan, 1960.

A book with three or more authors

Newman, Garfield et al. Echoes from the Past: World History to the 16th Century. Toronto: McGraw-Hill Ryerson, 2001.

An essay in a collection

Smith, David. "Youth crime in America." SIRS Volume 1. New York: WW Norton, 1997.

An encyclopedia entry

Tobias, Richard. "Twain, Mark." Encyclopedia Americana. 1991 ed.

A magazine or periodical article

Wulf, Stephen. "Generation Excluded." Time 23 Oct. 1995: 86.

Jost, Kenneth.. "Rethinking the Death Penalty." The CQ Researcher, 16 Nov. 2001: 945-968.

A newspaper article

Feldman, Linda. "Conservatives ask: Is Bush still one of us?" Christian Science Monitor
6 Feb. 2006: 1.

A webpage

Felluga, Dino. Undergraduate Guide to Literary Theory. 17 Dec.1999. Purdue University.
15 Nov. 2000 <<http://omni.cc.purdue.edu%EFelluga/theory2.html>>

An online journal article

Inada, Kenneth. "A Buddhist Response to the Nature of Human Rights." Journal of Buddhist Ethics 2 (1995): 9 pars. 26 Jun. 1998 <<http://jbe.la.psu.edu/>>

An interview

Doyle, Christopher. Personal Interview. Battle Creek, 20 Dec. 2005.

A television or radio program

"The Blessing Way." The X-Files. Fox. WXIA, Atlanta. 19 Jul. 1998.

Information on CD-ROM

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

An article in a reference database

"Fresco." Britannica Online. Vers. 97.1.1. Mar. 1997. Encyclopedia Britannica.
29 Mar. 1997 <<http://www.eb.com/180>>

Info in this table from a web page entitled, "How to prepare the works cited page and bibliography page" found at this address:
<http://www.remc12.k12.mi.us/lhslib/works%20cited1.htm>

Other useful resources:

Use your Library!

- Books are arranged on library shelves according to call numbers. Each book is assigned a number from 000 to 999, according to its subject matter. The following are the main subject groups for call numbers:

000-099	References	500-599	Science and Mathematics
100-199	Philosophy	600-699	Technology
200-299	Religion	700-799	The Arts
300-399	Social Science	800-899	Literature
400-499	Languages	900-999	History and Geography

- In addition to books, libraries often have other resources available, including newspapers and periodicals; a vertical file containing articles, pictures, and news clippings about particular topics; an information file that includes pamphlets and information from organizations and local groups; and audiovisual materials, such as videos, films, CD's, cassettes, and DVD's.

- Use a **dictionary** to find the definitions and pronunciations of words and terms. Your library may contain specialized dictionaries of music, literary terms, technology, and many others.
- Use a **thesaurus** to find synonyms and antonyms.
- Use an **encyclopedia** to find basic information about many different people, places, and other subjects. An encyclopedia may also include references to related subjects.
- Use an **atlas** to find maps and information about geographical locations. Atlases may contain information about major exports, population, health, and other facts about regions and locations.
- Use an **almanac** for basic facts and statistics about history, geography, culture and government.
- Use **periodicals** (magazines and newspapers) for information that is too current to be found in books.
- Use the **World Wide Web** for very current information, local information, or official documents that may not be available from other reference sources.

- A **primary resource** is an interview, document, quotation, or account that is contemporary to your subject. For a history paper, examples include diaries, letters, and historical documents. For a scientific paper, primary resources include experiments, surveys, or other research performed by the person writing the paper.
- A **secondary resource** is a book, articles, or other material that provides information about primary sources or events. For a history paper, examples include contemporary books written about what happened in the past, and opinions of notable historians. For a scientific report, secondary resources include surveys, and experiments and data collected by other researchers.

Emmanuel Christian High School

PLAGIARISM POLICY

PLAGIARISM

1. Definition

Plagiarism is stealing academically. It is the using the ideas and words of other sources without clearly acknowledging the source of the information. Specifically, plagiarism includes:

- 1) the direct or indirect copying of published materials without giving credit;
- 2) copying parts or all of another student's assignment/hmwk that was to have been done individually;
- 3) and/or lending an assignment/hmwk to another student to copy.

Whether this happens accidentally or deliberately, it is an illegal and unacceptable practice.

2. Failure to correctly cite sources

Direct quotations must be fully and accurately identified and cited. Direct quotations are those in which the writer copies the source word-by-word, and includes all copied material in quotation marks.

Indirect quotations must also be fully and accurately cited. Indirect quotations are those in which the ideas of another are paraphrased or interpreted. With indirect quotations, quotation marks cannot be used; however, the source must be fully and accurately cited. While each instructor who assigns a paper, report or examination may direct students to a particular style for footnote and bibliographic documentation, the rules noted below must be followed. Ignorance here or in any other part of the code is no excuse.

3. Consequences of plagiarism

The consequences for students who have plagiarized have been detailed below. All plagiarized assignments will result in failure or "0". Additionally:

First offense: The teacher will contact the parent(s) and explain the incidence and the resulting mark (0 or failure). An office detention will be given.

Second offense: A second offence will result in a one-day suspension. This suspension will be treated as a regular disciplinary infraction.

Third offense: A third offence will result in a minimum two-day suspension. This suspension will be treated as a regular disciplinary infraction.

OTHER ACADEMIC DISHONESTY

1. Copying during a test includes:

- 1) Using hidden notes.
- 2) Copying from another student's paper or communicating information electronically.
- 3) Asking another student for an answer.
- 4) Giving answers to another student verbally or by letting him/her see test answers.

2. Power translators.

The use of on-line translators is not allowed in French classes

These offenses will result in a zero on the test or quiz or translation assignment, and contact with the parents.