

Coe-Brown Northwood Academy School-wide Style Sheet

Based on Purdue Online Writing Lab (OWL)
<http://owl.english.purdue.edu/owl/resource/747/01>.
Written in conjunction with all CBNA departments.

Attention Students! The following is a guideline to be used with ALL formal papers in any class offered at CBNA. This sheet is a condensed version of what is available to you on the OWL website. Please note that this is a condensed version and more information can be found in the website and from your instructor.

Manuscript Style

Be sure to adhere to the following, exactly!

- Font – Times New Roman, size 12.
- Entire paper is double spaced. This rule applies to everything.
- One inch margins appear on all pages, on all margins.
- Page numbers should appear in the heading preceded by your last name (Jones 2) on all pages except title.

Title Page

Center the title one-third of the way down the page. Center author information two-thirds of the way down, including: your name, instructor's name, class name, date (20 November 2006).

Outline

An outline is an optional component of a formal paper. Be sure to ask the instructor if it is required for your paper. If required, remember that the outline must be double spaced, with the title of the paper centered at the top of the page.

First page

The first page should include the page number in the header, a heading at the top left margin and the title of the paper, centered. The heading should include: your name, instructor's name, class name, and date.

Thesis Statement

The thesis statement should be included in the first paragraph. The thesis statement should follow the following formula: A specific **topic** + a particular **stand, feeling, or feature**. Examples:

“An individual's peer group shapes certain personality traits.

Mary Shelley's novel *Frankenstein* focuses on the theme of friendship” (267).

A thesis statement should be limited with a clear topic, focus on a particular feature or viewpoint of the topic and can be supported with facts and details.

*** Please note that individual teachers may have different requirements for the thesis statement. Listen to the instructor FIRST and then refer to the OWL website.**

In-text citations

In order to give credit to a source, you must insert parenthetical citations after the information. Following the words or ideas taken from a source, in parentheses, type the author's last name and the page number from which you took the information, for example (Jones 5). The in-text citations should refer to an entry in your works cited page (see below). For inclusive page numbers larger than ninety-nine, give only the two digits of the second number (124-36). Be sure to include the citation BEFORE the end mark of the sentence!

Quotations

Choose quotations very carefully and keep them as brief as possible. Only use quoted text that is ABSOLUTELY necessary to your paper. If a quotation is four typed lines or fewer, include it in the body of your paper and put quotation marks around it. If it is longer than four typed lines, the left margin should be indented 10 spaces for each line, double spaced, and DO NOT use quotation marks.

Sample Research Paper

Many sample papers are available on the website for you to examine and mirror.

Works Cited Page

The works cited page(s) lists all of the sources you have referred to in the text of your paper. This should be a new page and should be numbered along with the rest of your paper. The following rules apply:

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD.
- *Writers are no longer required to provide URLs for Web entries.* However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- **New to MLA 2009:** Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).

Listing Author Names

Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name. *Do not* list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

Listed below are examples of the most common types of sources. More options are available on the website.

A Book by One Author

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

A Book with More than One Author

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

A Book by a Corporate Author or Organization

American Allergy Association. *Allergies in Children*. New York: Random, 1998. Print.

An Article in a Magazine

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

An Article in Newspaper

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007: LZ01. Print.

An Entire Web Site

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization

affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication.

Date of access.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Source: *The Purdue OWL*. Purdue U Writing Lab, 2010. Web. 2 May 2011.