

Coe-Brown Northwood Academy School-wide Style Sheet

*Based on Writers INC, A Student Handbook for WRITING and LEARNING, 2006.
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 in your Writers INC given to you in your first year. Please note that this is based on the 2006 version of the text and may differ slightly from yours. If there are any questions, refer to your Writers INC and 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 from Writers INC:

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

Mary Shelley's novel Frankenstein focuses on the theme of friendship” (page 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 Writers INC.**

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

Please see topic 300 in your Writers INC for a sample research paper and answers to your other questions.

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:

- Center the title “Works Cited” one inch from the top; then double space before the first entry.
- Begin each entry flush with the left margin. If the entry is longer than one line, indent the second line five spaces.
- Double space lines within each entry and between entries.
- List each entry alphabetically by author’s last name. Entries without an author should be alphabetized by the first word of the title, disregarding *A*, *An*, and *The*.
- Use a single space after all punctuation in a works cited entry.
- List only the city for the place of publication unless it is outside the United States. If several cities are listed, give only the first.
- Publishers’ names should be shortened by omitting articles (a, an, the), business abbreviations (Co., Inc.) and descriptive words (Books, Press).

Books	Periodicals	Online Sites
1. Author’s name 2. Title of a part of the book 3. Title of the book (underlined) 4. Name of editor or translator 5. Edition 6. Number of volume 7. Name of series 8. Place of publication, publisher, year of publication 9. Page numbers (if citation is to only a part of the work)	1. Author’s name 2. Title of the article (in quotation marks) 3. Name of periodical (underlined) 4. Series number or name (if relevant) 5. Volume number 6. Issue number 7. Date of publication 8. Page numbers	1. Author’s name 2. Title of article or Web page (in quotation marks) 3. Print publication information 4. Site editor’s name 6. Version (volume or issue) number 7. Date of electronic publication 8. Name of subscription service (or Web site) 9. Name of list or forum 10. Number range or total number of pages (or other sections) 11. Site sponsor’s name 12. Date of access (the last date you viewed the document online) 13. URL

*If any of these above components do not apply, they are not listed.

Listed below are examples of the most common types of sources. There are many more options available in your Writers INC, starting with topic 287.

A Work by One Author

Baghwati, Jagdish. In Defense of Globalization. New York: Oxford UP, 2004.

A Work Authored by an Agency, Committee or Organization

Exxon Mobil Corporation. Great Plains 2000. Lincolnwood: Publications Intl., 2001.

Single Work from an Anthology

Mitchell, Joseph. “The Bottom of the Harbor.” American Sea Writing. Ed. Peter Neill. New York: Library of America, 2000. 584-608.

An Article in a Weekly or Biweekly Magazine

Goodell, Jeff. “The Uneasy Assimilation.” Rolling Stone 6-13 Dec. 2001: 63-66.

An Article in a Monthly or Bimonthly magazine

“Patent Pamphleteer.” Scientific American Dec. 2001: 33.

A Newspaper Article

Bleakley, Fred R. “Companies’ Profits Grew 48% Despite Economy.” Wall Street Journal 1 May 1995, Midwest ed.: 1.

A Personal Site

Mehuron, Kate. Home page. 30 Sept. 2004 <<http://www.emich.edu/public/history/faculty/mehuron.html>>.

A Professional Site

“Challenges.” BP Global. 2005. 17 June 2005 <<http://www.bp.com/challenges.html>>.

Source: Sebranek, Patrick, Dave Kemper, and Verne Meyer. Writers INC: A Student Handbook for WRITING and LEARNING. Wilmington: Great Source Education Group, 2006.