UPPER CANADA COLLEGE PREPARATORY SCHOOL
STYLE GUIDE

This guide is intended to outline the basic rules for preparing written work.

PRESENTATION OF YOUR WORK

Essays, compositions, written projects and research papers must always be presented neatly and consistently. Start with white 8.5” x 11” paper and use only one side. On a word processor, choose Times New Roman font, 12 point type size. If you choose to write your final copy by hand, then use black or blue ink. Whether typed or handwritten, the body of a paper must be double-spaced. The page should be clear and uncluttered. Leave one-inch (2.5 cm) margins at the top, bottom, left and right sides of the page, and number each page at the bottom centre.

FIRST PAGE:

1. The creation of a dedicated title page is not necessary unless specifically requested by your teacher for a particular assignment. Your first page should look like the example below. Note the placement of words, spacing and margins:

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John Evans
Mr. Suzuki
5A Science
26 Sept. 2008

Ivan Pavlov:
His Life and Times

Few scientists have contributed so much to the study of animal behaviour as Ivan Pavlov. Using dogs as experimental subjects, Pavlov showed how the mind could be conditioned to respond to a wide number of cues. He was...

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QUOTATIONS:
1. For a long quotation, set the passage apart from the main text by indenting it five spaces (both left and right sides) and by using single spacing. Do not use quotation marks:

   At Riel’s trial his lawyers pleaded insanity. But Riel damaged his own defence by the coherence of his testimony:

   Your Honors, Gentlemen of the Jury: It would be easy for me today to plead insanity, because the circumstances are such as to excite any man and under the natural excitement of what is taking place today.

2. For a shorter quotation (up to 3 lines), keep the passage within the text of the paper, and set it apart with quotation marks:

   Riel demonstrated to the jury that he was not insane by his logical arguments: “If I am insane, of course I don’t know it. It is a property of insanity to be unable to know it.”

ACKNOWLEDGING YOUR SOURCES
You must acknowledge the source of any information you use in your paper. To use someone else’s words, ideas, diagrams or information without acknowledgment, and to present them as your own, is called plagiarism. To avoid the possibility of plagiarism:

   - during the research stage of a project, each time you consult a source, record the author, title, publisher and place, volume and issue number, and date on your notes or on the photocopies you have made; and
   
   - during the drafting stage of your paper, note the source of each idea or piece of information you use as you incorporate it into your paper — do not wait until the end
when you are producing your final copy.

There are two places where you must acknowledge your sources:

- in the body of your essay, whenever you quote, paraphrase or refer to information gathered from a source.
- in the bibliography at the end of your paper.

1. In Your Essay

To show the source of the information in the body of your essay, use a simplified form of footnoting called a parenthetical reference. To do this, simply place the author's last name and the page number of the reference in parentheses.

You must use parenthetical references whenever you:

- use an idea or an opinion taken from someone else's work
  [EVEN WHEN YOU HAVE STATED IT IN YOUR OWN WORDS]
- present any information which is not general knowledge
- use a quotation
- use a borrowed illustration, diagram or chart

Place the parenthetical reference immediately following the quotation, idea, opinion, or illustrations you have used.

EXAMPLES:

**Direct quotations**

For short quotations, place the parenthetical reference after the quotation mark and before the period:

Riel demonstrated to the jury that he was not insane by his logical arguments:

"If I am insane, of course I don't know it. It is a property of insanity to be unable to know it." (Jones 76). He continued by ...
For long quotations, leave two spaces after the final period and before the parenthetical reference:

At Riel's trial his lawyers pleaded insanity. But Riel damaged his own defence by the coherence of his testimony:

Your Honors, Gentlemen of the Jury: It would be easy for me today to plead insanity, because the circumstances are such as to excite any man and under the natural excitement of what is taking place today. (Smith 43)

Ideas, opinions, evidence
When you use your own words to express an idea from a source, you must provide the reference like this:

Man is set apart from other animals by his imaginative gifts and abilities (Bronowski 20).

Diagrams, Charts, Tables Or Illustrations
Identify the source as follows:

Source: Bronowski 20.
2. In Your Bibliography
A bibliography is a list of every source you use in preparing your essay. It must meet the following conditions:

- it is in alphabetical order according to the author’s last name (or, in the case of an anonymous article, according to the first word of the title)
- all sources are listed together, regardless of their format
- the author’s name must be presented with the last name first
- each entry is double-spaced, and there is a double-space between entries. If an entry goes over one line, the second line is indented 5 spaces.

*Note: Titles of shorter works (short stories, articles, poems) appear in quotation marks. Book titles are either italicized or underlined — not both.

All entries follow the same basic format. There are three "fields" of information, each of which must end with a period.

The fields are: Name of author, Name of work, and Publication data:


(2 spaces between fields)

Listed below are specific types of bibliographic entries. Each follows the basic format explained on the previous page.

Books:
One Author:

Two or Three Authors:
More than Three Authors:

Editor or Compiler as Author:

No Author:

Encyclopedia Articles (Print):

Encyclopedia articles can be signed or unsigned. You will usually find the name of the author of an encyclopedia article at the end of the article. Sometimes only the authors initials are given and you must check the table of abbreviations for the full name.

One Author:

No Author:

Encyclopedia Articles (Online):

Cite an article in an online encyclopedia by beginning with the author’s name (if given) and the title of the article in quotation marks—just as you would for a print article. If there is no author, begin with the title (see below). Then add the database information, date of access, and the URL. Your citation should look like this:


*Note that many online encyclopedias provide a citation for you to use at the end of the article. If you use cut and paste, you can avoid typing errors with complicated URLs.*
Internet Sources:

Cite a website as you would anything else — by providing as much information as you can. The format is as follows:

Author of the website (if there is one).  
Title of the website. Information supplier. Date retrieved.  URL


<http://school.discovery.com/shrockguide>

Magazine articles and newspaper articles (online) :

Cite a magazine or newspaper article in an online database by beginning with the author’s name (if given) and the title of the article in quotation marks—just as you would for a print article. Then give the name of the database, publisher, and date accessed. Your citation should look like this:


Non-Written Material:

Interviews:  
Sadleir, R.H. Personal interview. 30 April 1999.

Johnson, Dr. Stephen. Telephone interview. 17 June 2005.

Videos and Movies:
It's a Wonderful Life. Dir. Frank Capra. With James Stewart and Donna Reed. RKO, 1946.


Radio and TV Programs:


Newspapers and Magazines:

Newspaper:


Magazine:


Magazine (Author Unknown):

"AIDSpeak, from new tests to new viruses." Time. 8 Feb. 2006: 50.
Bibliography


*It's a Wonderful Life.* Dir. Frank Capra. With James Stewart and Donna Reed. RKO, 1946.

Johnson, Dr. Stephen. Telephone interview. 17 June 2005.


Sadleir, R.H. Personal interview. 30 April 1987.


