
**Nepean High School
Library**

**Essay & Research
*STYLE GUIDE***



WINTER 2007

This document has been prepared for the use of
Nepean High School Students in Grades 9 to 12.

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Introduction

This guide is designed to provide teachers and students with a standard and simplified style by which to format and document the presentation of essays or term papers (Grades 9 to 12).

The style is based on those rules and conventions used by scholarly journals, university presses, and specific publications of style.

The Nepean Style Guide follows the methods of *the MLA Handbook for Writers of Research Papers, Sixth Edition* (2003) and the *Publication Manual of the American Psychological Association, Fifth Edition* (2001).

Rules of format and documentation differ from one style authority to another with variation among the disciplines (humanities, social sciences, and natural sciences). What appears in this guide is a basic introduction to the style consistent with most systems currently in use.

This guide will provide both teachers and students with a common starting point and a common standard of expectation in terms of the finished product – a properly formatted and documented essay or paper.

This guide can also serve as an instructional tool in the classroom.

This updated guide includes some sections from the original style guide created by former Nepean teachers: W.E. Archer, W.E. Beechey, C. Penny, and E.I. Turner (Winter 1997 Edition) and J.A. Isaac (Winter 2004 Edition). The Winter 2007 Edition has been updated by C. Stidwill.

Materials & Page Format

1. Paper

- a) All essays, term papers and other assignments are to be submitted on standard size (8 ½ x 11), good quality, white paper.
- b) Blue-lined, standard sized, white paper may be used for handwritten assignments if the teacher so directs.

2. Ink

- a) In writing or typing one colour should be used throughout, either standard blue or black.

3. Margins

- a) One-inch margins should be left at all sides, and “left alignment” should be selected.
- b) Indent the first word of each paragraph one-half inch (or five spaces) from the left margin.
- c) Indent “set-off” quotations one inch (or 10 spaces) from the left margin.

4. Spacing

- a) Double-spacing should be used for an essay or paper.
- b) Quotations, notes, and the list of works cited or references should also be double-spaced.

5. Typing and Writing

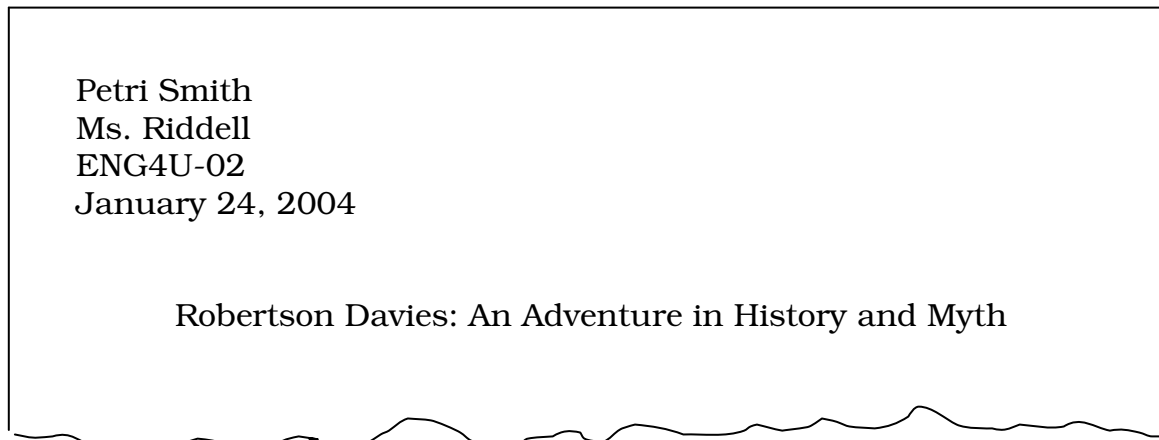
- a) Whether the assignment is typed or handwritten, all rules of format and punctuation hold true.
- b) Subject to standard rules of capitalization, all text, whether typed or written, will be of the same size and font.
- c) Select a standard, easily readable font.
- d) Illustrations and graphs may be incorporated into the text or shown in an “Appendix” at the back of the assignment – these documents must be properly sourced.
- e) Assignments using headings and subheadings should show consistency in font and/or underlining.
- f) Do not press “return” (or enter) at the end of each typed line (allow text to flow naturally onto the space below).

6. Page Numbers:

- a) Page numbers should appear in the header at the top right corner of the page
- b) A number is not required on the first page of an assignment

7. Cover Page or Heading:

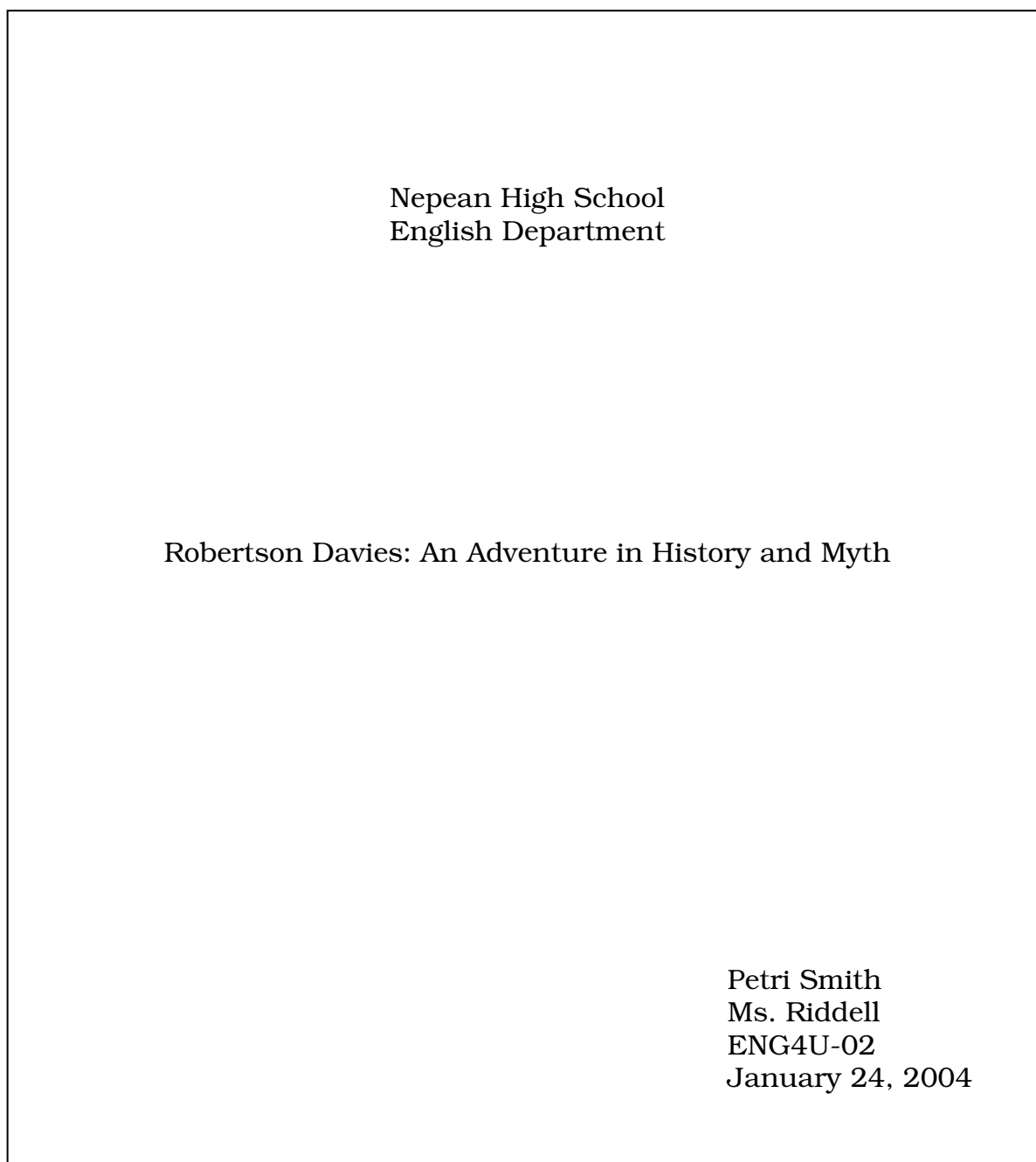
- a) Subject to teacher direction, a cover page may be used (see **figure 1** for the suggested format)
- b) Otherwise students should follow the model below. At the top of the first page type the student's name, the instructor's name, the course code, and the date in the left-hand corner. A title should be centred on the page below this information.

**8. Fastenings (Binding):**

- a) Subject to teacher direction, pages may be stapled in the top left corner or may be fastened together in a cover (i.e. duo-tang)

Cover Page (figure 1)

Follow the format suggested by the following example:



Inserting Quotations (Parenthetical Documentation)

Quotations are an effective way of supporting your ideas and arguments as well as adding interest and flair to your paper. However, excessive use of quotations may detract from their effectiveness. The following rules should be applied.

Remember:

- “Documentation means acknowledging your sources by giving full and accurate information so that readers can find your sources.”
Troyka, Lynn Quitman et al, eds. *Handbook for Writers: First Canadian Edition*. Scarborough, ON: Prentice Hall, 1995. 544.
- If you do not document your sources correctly, you may be accused of plagiarizing.
- You are not only expected to cite the source of a quotation, but you must also give credit to the originator of any idea whether you have stated this idea in your own words or not.

Quotations must be well-integrated in order to avoid incoherence. Whether the quotation consists of one word, part of a sentence, a complete sentence, or a paragraph, it must be properly presented in order to preserve the integrity and fluency of the paper itself. Reproduce quoted material in the exact and full detail of the original – wording, spelling, grammar, capitalization, punctuation, and errors.

Guidelines for Quotations:

- Use quotations from authorities in your subject area to *support* what you are saying, not for your thesis or main points
- Chose quotations that fit your message; quotations should be selected to give your argument validity (do not use quotations just because they sound impressive)
- Do not use quotations for more than a quarter of your text; use paraphrase or summary as an alternative (resist the temptations of letting other authors speak for you)
- Quote accurately
- Consider the context of the original source and do not misconstrue the author’s meaning
- Integrate quotations smoothly into your prose
- Avoid beginning or ending a paragraph with a quotation
- Always introduce or provide a context for your quotation

Citation Format:

- In brackets following a quotation (or following a summary/paraphrase of another's words), write the author's last name and the page number
- If there is no author put the first word(s) that will be listed on the "Works Cited" page in the brackets (see below)

Helpful Guidelines for Parenthetical Documentation:

Note: There is no comma between the author and the page number nor is there an abbreviation for the words "page" or "pages."

- (Smith 42) – indicates one author
- (Smith 42; Jones 34-5) – indicates that two sources were used in one sentence; put them in the order in which they appear in the text. *In the second instance the quotation spilled onto a second page.*
- (Gilber and Gubar 263) – indicates a book by two authors
- (Girman et al 287) – indicates a book with three or more authors
- (Austin, Emma 59) – if you are discussing two books by the same author, include the name of the text to which you are referring. *Insert a comma between the author's name and the title.*
- (Anthology of American Literature 263) – indicates a book with no author
- ("The Cooling off of an Admiration" 239) – indicates an article or section of a book with no author

Note: If you use the author's name in your text, it is not required in the brackets. For example:

Paul Gessell argues that "MacDonald's exploration of child abuse is an attempt to connect contemporary preoccupations with timeless myths about 'the death of the self'" (K2).

Note: Electronic sources such as the Internet and CD-ROM programs do not always provide a page number. In such cases, give the author and the date.

Accuracy:

- You need to show that a quotations is correct even if there is a spelling or logic error in the original text. Include (sic) after any such error to indicate that the error occurs in the original. For example:

These children "gave evidence that their ability to put events [sic] in sequence was severely impaired" (Smith 19).

Inserting Words Using Square Brackets:

- Sometimes you will need to insert extra words to make the meaning of the quotation clear to your reader
- Any addition to the original quotation for purposes of clarification or understanding should be enclosed in square brackets []
- You may also need to change the capitalization of words found in the original source to fit your sentence construction

"[T]he task [of the MacDonald Commission] is to investigate the alleged illegal activities of the RCMP."

The quote originally read: "the task is to investigate the alleged illegal activities of the RCMP."

Single Quotation Marks:

- Single quotation marks are only used within double quotations to indicate that your source contains a quote from another work
- In the following passage, "faithful brothers" and "principal misguider..." would have been in double quotation marks in the source you are studying:

From then on "Balfour was no longer Knox's 'faithful brother,' but the 'principal misguider now of Scotland,' who above all others ought to be abhorred" (Murray 56-7).

Punctuation:

- Periods and commas should be placed inside quotation marks even when they only enclose one letter or a number:

In summary, Smith states, "what is needed...is a new national will."

"Elementary my dear Watson," said Holmes.

- If the quotation ends with a question mark or an exclamation point, the original punctuation is retained, and no comma is required:

“I haven’t been downstairs yet. Is everything all right?” (Rawlins 122).

POETRY & DRAMA QUOTATIONS:

- Always indicate line numbers of poetry rather than page numbers
- Examine following quotation from *King Lear* noting that slashes have been used to indicate a break in the line of poetry. Since this quotation is less than four lines in your essay, it should not be “set-off”
- The act and scene may be written in Arabic or Roman numerals. The line numbers must be in Arabic numerals. For example:

“The weight of this sad time we must obey, / Speak what we feel, not what we ought to say. / The oldest have borne most; we that are young / Shall never see so much, nor live so long” (Shakespeare V.III.324-27).

OR

“The oldest have borne most; we that are young / Shall never see so much, nor live so long” (Shakespeare 5.3.324-27).

- Dialogue between two or more characters should be “set-off” (see rules for long quotations), and the names the characters should be typed in capital letters.

PROSE QUOTATIONS:

- Short quotations (less than 4 lines or 50 words) should flow smoothly and grammatically into your sentences and paragraphs
- Always introduce your quotations

1) Integrating a short quotation:

- a) You may chose to construct your sentence in such a way that the quote will slide smoothly between your own words

As the often “witting or unwitting instrument of truth” irony questions appearances and exposes what is false for the reader and later for the characters (Cuddon 461).

2) Introducing a short quotation:

a) Introductory Clause Format:

According to biographer John Halperin, Pride and Prejudice is “about the difference between the appearance of things, the ways in which they may be perceived, and their true realities, the ways in which they exist” (69).

Reminder: If you use the author’s name in the sentence, you do not need to put it in the bracketed citation as well.

b) “Run-in” Format

Although we may not all agree with Greil Marcus when he says, “the Beatles on film were, in a word, irresistible,” we must consider their films as serious works of cinematic art (Miller 393).

Reminder: The citations goes at the end of the paragraph even though the quotation ended earlier.

c) Colon Format

Hedley Bull is quite clear on the following point: “we are accustomed, in the modern world, to contrast war between states with peace between states” (Smith 5).

3) Long Quotations:

- Long quotations should be used sparingly.
- They do not require quotations marks as the quoted material is “set-off” from the rest of your text.
- Like short quotations, they must be introduced in order to be properly integrated into your essay. Often a colon is used following this introduction (see the example below).
- Unlike short quotations, the period comes before the bracketed citation
- Only indent the left margin
- It is recommended that you double-space
- The sentence after the quotation should begin at the margin (unless it is a new paragraph and rarely would one end a paragraph with a quotation)
- Every word should count; edit out irrelevant parts using the ellipses.

4) Introducing Long Quotations:

Unlike Heathcliff, Linton lacks the “strong impulses” that Mill says are necessary components of a well-developed character. As the author explains:

To say that one person’s desires and feelings are stronger and more various than those of another is merely to say that he has more of the raw material of human nature and is therefore capable, perhaps of more evil, but certainly of more good.... Energy may be turned to bad uses; but more good may always be made of an energetic nature than of an indolent and passive one. (Mill 124)

Note: If an ellipsis brings the reader to the end of a sentence, you must include the period before continuing; thus you will have four dots instead of three.

Plagiarism

Proper documentation allows you, the researcher-writer, to use other people’s work as a reference without the fear of plagiarism.

When you write a research paper, you **MUST** document your sources; otherwise, you are plagiarizing! Plagiarism is a serious offence; it is intellectual theft.

To avoid unintentional plagiarism keep track of all the sources you use, take careful notes, and maintain a “Working Bibliography.”

PLAGIARISM COMES FROM A LATIN TERM MEANING “KIDNAPPER.” KIDNAPPING IS A CRIMINAL OFFENCE. PLAGIARISM IS THE UNDOCUMENTED AND/OR UNAUTHORIZED USE OF ANOTHER’S WORK WHETHER IT BE IN WRITTEN OR GRAPHICAL FORM. PLAGIARISM IS A CRIMINAL OFFENCE UNDER THE LAWS OF COPYRIGHT. WHETHER DIRECTLY QUOTING OR PARAPHRASING, YOU MUST ACKNOWLEDGE THE ORIGINAL AUTHOR. (OBE 9)

Forms of Plagiarism:

- To obtain and submit another's work as your own (i.e. borrowing another student's assignment, purchasing an essay from the Internet, copying another writer's phrases, sentences, or paragraphs into your essay without documenting the source).
- Resubmitting an assignment that you have already earned credit for in another course, even if you are the original author, is plagiarism.
- Being ignorant of the rules of documentation (or being too lazy to use them) is no excuse. High school students are expected to know how to properly document sources to avoid plagiarism!

You have plagiarized if...

- You used notes that did not identify the difference between summary and quotation and then presented the wording as your own
- You copied an entire text (or part of a text) from the Internet and pasted it into your paper without quotation marks and proper documentation
- You presented little-known facts without a source
- You used someone else's idea as your thesis or your main points

What to do?

- Keep careful notes that distinguish among three types of material: your own ideas, summary and paraphrase, and exact wording from a source (quotation)
- As you take notes always record page numbers from the original text and write the source information in a working bibliography
- Organize your research materials and reflect on their content
- If you realize that you accidentally plagiarized, tell your teacher!

What not to document:

- Common Knowledge (i.e. Neil Armstrong was the first man on the moon)
- Well-known quotations or proverbs ("You can't judge a book by its cover.")
- Your own thinking
- If in doubt, CITE!

Warning:

- With the increased use of the Internet, many term papers are available online. The content of sites that offer these papers are regularly checked against work that is submitted by students.
- Plagiarism damages teacher-student relations; it fosters suspicion instead of trust.

Consequences:

- Any student caught plagiarizing will automatically receive a zero for the assignment and be reported to the Vice-Principal.

Preparing Your “Works Cited” List

In the MLA Style, the bibliography is more properly called “Works Cited” as it consists of only those works that have actually been cited in your essay or paper. A “**Bibliography**,” on the other hand, includes all the works consulted for the report regardless of whether or not you have quoted or summarized from them.

Use the following examples to prepare your “Works Cited” page. Locate the model of the particular source(s) used (i.e. a single author entry, a periodical article, a website, an online journal, etc.) and write out your entry, observing proper format. You must adhere to each detail; thus spacing, punctuation, and information order must be followed exactly as presented below.

For a more detailed explanation of how to site Internet or electronic sources, please refer to the link called “MLA Citation (Online Sources)” on the Library section of the Nepean Website.

NOTE: Titles may either be underlined or *italicized* depending on personal preference. Entries in your “Work Cited” must be listed alphabetically according to the first part of each entry (whether it be the author’s last name or the source title). Do NOT number your entries. The second and subsequent lines of each entry must be indented. See **figure 2** for an example of a completed Works Cited page.

BOOK -- ONE AUTHOR:

Berton, Piere. 1967: The Last Good Year. Toronto: Doubleday, 1997.

TWO BOOKS -- SAME AUTHOR:

Austen, Jane. Pride and Prejudice. Oxford: Oxford UP, 1998.

---. Emma. New York: Bantam, 1991.

BOOK -- TWO AUTHORS:

Leder, Sharon and Andrea Abbott. The Language of Exclusion: The Poetry of Emily Dickinson and Christina Rossetti. New York: Greenwood Press, 1987.

BOOK -- THREE OR MORE AUTHORS*:

Girman, Sander, et al. Hysteria Beyond Freud. Berkley: U of California P, 1993.

BOOK -- NO AUTHOR*:

Holy Bible: New International Version. Grand Rapids, MI: Zondervan, 1984.

BOOK WITH EDITOR(S):

Gagan, David P. and Anthony W. Rasporich, eds. Confederation, 1854-1867.
Toronto: Holt, Rinehart, and Winston, 1972.

BOOK (MORE THAN ONE VOLUME):

Daiches, David. A Critical History of English Literature. 2 vols. New York: Ronald Press,
1960.

BOOK – CORPORATE AUTHOR*:

National Research Council. Beyond Six Billion: Forecasting the World's Population.
Washington: Natl. Acad., 2000.

ESSAY FROM A BOOK (same as a SHORT STORY or any part of a larger work):

Elfenbein, Andrew. "Byron at the Margins: Emily Brontë and the Fate of Milo." Byron and the Victorians. Cambridge: Cambridge UP, 1995. 126-68.

INTRODUCTION or FORWARD or AFTERWORD FROM A BOOK:

Stoneman, Patsy. Introduction. Wuthering Heights. By Emily Bronte. Oxford:
Oxford UP, 1998. vii-xli.

Tolkien, Christopher. Foreward. The War of the Jewels. By J.R.R. Tolkien. Hammersmith,
London: Harper Collins. ix-xiv.

Atwood, Margaret. Afterward. Alias Grace. By Atwood. Toronto: Seal, 1996. 555-563.

AN EDITION:

Shakespeare, William. Hamlet. Ed. Edward Hubler. New York: Signet, 1986.

A TRANSLATION:

Fyodor, Dostoyevsky. The Brothers Karamazov. Trans. David Magarshack.
Harmondsworth, England: Penguin, 1964.

BOOK REVIEW:

“The Cooling of an Admiration.” Rev. of Pound/Joyce: The Letters of Ezra Pound to James Joyce, ed. Forrest Read. Times Literary Supplement 6 Mar. 1969: 239-40.

ANTHOLOGY or COMPILATION:

Moses, Daniel David and Terry Goldie, eds. An Anthology of Canadian Native Literature in English. 2nd ed. Oxford: Oxford UP, 1998.

ANTHOLOGY ARTICLE (Edition & Multiple Volumes):

Abrams, M.H., ed. “The Victorian Age: 1832-1901.” The Norton Anthology of English Literature. 5th ed. Vol. 2. New York: W.W. Norton, 1962. 917-31.

ANTHOLOGY ARTICLE (With Editor):

Davies, Robertson. “Louisa’s Last At Home.” Canadian Literature: Two Centuries in Prose. Ed. Brita Mickelburgh. Toronto: McClelland and Stewart, 1973. 215-26.

REFERENCE BOOK (ARTICLE):

“Gandhi.” The New Encyclopedia Britannica: Macropaedia. 15th ed. 2003.

“Justice.” The Canadian Oxford Dictionary. 1998.

JOURNAL ARTICLE (PRINT):

Goff, Barbara Munson. "Between Natural Theology and Natural Selection: Breeding the Human Animal in Wuthering Heights." Victorian Studies 27.4 (1984): 477-508.

Hendsbee, William H. "Accidents in the Northern Climate." Law Now 26.3 (2001-2002): 13-16.

NEWSPAPER ARTICLE (PRINT):

Bloom, Harold. "Oh the Horror! What has Stephen King done for humanity?" Ottawa Citizen 28 Sept. 2003: C16.

Lindgren, April. "McGuinty eyes \$4 billion in cuts." Ottawa Citizen 28 Nov. 2003: A1.

Scoffield, Heather. "Manley comments cause stir." Globe and Mail 28 Nov. 2003: B1.

NEWSPAPER ARTICLE (NO AUTHOR):

"Heart disease hits epidemic mark." Ottawa Citizen 24 Sept. 1979: A1

MAGAZINE ARTICLE (PRINT):

Jimson, Judith. "Hard Landing in Momsville." Macleans 27 June 2003: 88.

Janigan, Mary. "A Room of One's Own: While Canadians favour stronger economic ties with the U.S., they want to stay distinct." Macleans 24 Nov. 2003: 13.

INTERVIEW:

Hancock, Geoff. Interview with Jane Urquhart. Canadian Fiction Magazine 55(1986): 23-40.

GOVERNMENT PUBLICATION:

Ministry of Education. The Ontario Curriculum Exemplars Grade 9: Canadian and World Studies (Geography). Toronto: Queen's Printer, 2000.

WEBSITE (SUBTITLE BUT NO AUTHOR):

“Canada and The Vietnam War.” CBC Radio. 2 Dec. 2003.
<http://radio.cbc.ca/programs/asithappens/vietnam/>

“More Veterans’ Survivors to Receive Help at Home.” VAC Department. 5 June 2003.
 Veterans Affairs Canada. www.vac-gc.ca.

JOURNAL ARTICLE FROM DATABASE (ONLINE):

Charles-Philippe, David and Stephanie Roussel. “‘Middle Power Blues’: Canadian Policy and International Security after the Cold War.” American Review of Canadian Studies 82.2 (1998): 131-56. Gale Group. Canadian Periodical Index. ANA109540145. 2 Dec. 2003.
http://infotrac.galegroup.com/itweb/cool_nepean.

NEWSPAPER ARTICLE FROM DATABASE (ONLINE):

Saunders, Doug. “Chretienism: The true north senseless and happy.” Globe and Mail. 1 Nov. 2003: F5. Gale Group. Canadian Periodical Index. ANA109540145. 2 Dec. 2003. http://infotrac.galegroup.com/itweb/cool_nepean.

ENCYCLOPEDIA (ONLINE):

Levant, Victor. “Canada and the Vietnam War.” The Canadian and World Encyclopedia. Toronto: McClelland and Stewart, 1998. 2 Dec. 2003.
www.geocities.com/Athens/Rhodes/1588/.

FILM or VIDEO*:

It’s A Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. Miramax, 1946.

DVD*:

It’s A Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. DVD. Republic, 2001.

CD-ROM:

“Polar Bear.” The Canadian Encyclopedia Deluxe Edition. CD-ROM. Toronto: McClelland and Stewart, 1999.

ADDITIONAL SOURCES:

To learn how to cite documents/sources other than those listed above, please come to the NHS library, and read the appropriate section (as indicated below) in the *MLA Handbook for Writers of Research Papers, 6th Edition*:

- 5.6.14 A Book Published in a Second or Subsequent Edition
- 5.6.16 A Book in A Series
- 5.6.20 A Pamphlet
- 5.6.21 The Published Proceedings of a Conference
- 5.7.11 A Letter to the Editor
- 5.8.1 A Television or Radio Program
- 5.8.2 A Sound Recording
- 5.8.3 A Performance
- 5.8.4 A Musical Composition
- 5.8.5 A Painting, Sculpture, or Photograph
- 5.8.8 A Map or Chart
- 5.8.9 An Advertisement
- 5.8.10 A Lecture, Speech, an Address, or a Reading
- 5.8.11 A Manuscript or Typescript
- 5.8.12 A Letter or Memo
- 5.8.13 A Legal Source

NOTE:

All entries marked with a * have been gratefully borrowed from Joseph Gibaldi's *MLA Handbook for Writers of Research Papers, 6th Edition*. New York: Modern Language Association of America, 2003.

Example of a “Works Cited” Page (figure 2)

Works Cited

- Abrams, M.H., ed. “The Victorian Age: 1832-1901.” The Norton Anthology of English Literature. 5th ed. Vol. 2. New York: W.W. Norton, 1962. 917-31.
- Austen, Jane. Pride and Prejudice. Oxford: Oxford UP, 1998.
- . Emma. New York: Bantam, 1991.
- Bloom, Harold. “Oh the Horror! What has Stephen King done for humanity?” Ottawa Citizen 28 Sept. 2003: C16.
- Elfenbein, Andrew. “Byron at the Margins: Emily Brontë and the Fate of Milo.” Byron and the Victorians. Cambridge: Cambridge UP, 1995. 126-68.
- Girman, Sander, et al. Hysteria Beyond Freud. Berkley: U of California P, 1993.
- Goff, Barbara Munson. “Between Natural Theology and Natural Selection: Breeding the Human Animal in Wuthering Heights.” Victorian Studies 27.4 (1984): 477-508.
- Hancock, Geoff. Interview with Jane Urquhart. Canadian Fiction Magazine 55(1986): 23-40.
- Holy Bible: New International Version. Grand Rapids, MI: Zondervan, 1984.
- Jimson, Judith. “Hard Landing in Momsville.” Macleans 27 June 2003: 88.
- Leder, Sharon and Andrea Abbott. The Language of Exclusion: The Poetry of Emily Dickinson and Christina Rossetti. New York: Greenwood Press, 1987.
- Stoneman, Patsy. Introduction and Notes. Wuthering Heights. By Emily Bronte. Oxford: Oxford UP, 1998. vii-xli, 339-60.
- “The Cooling of an Admiration.” Rev. of The Letters of Ezra Pound and James Joyce, ed. Forrest Read. Times Literary Supplement 6 Mar. 1969: 239-40.

APA DOCUMENTATION

APA documentation style is used by psychology, other social sciences and sciences to record works that have been used as sources of information. Only those sources that have been referred to in the text of the completed paper are included on the “References” page.

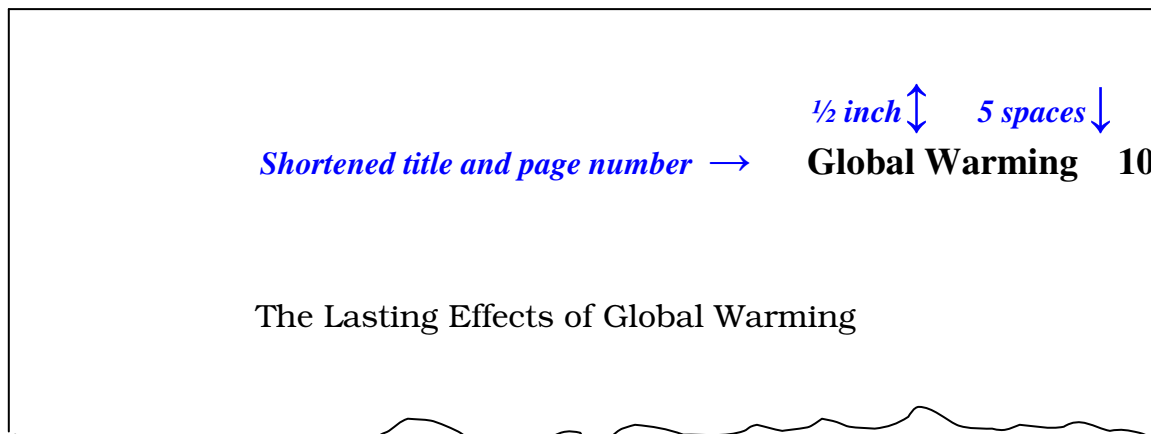
APA Cover Page (figure 3)

$\frac{1}{2}$ inch \updownarrow 5 spaces \downarrow
Shortened title and page number → **Global Warming 10**

The Lasting Effects of
Global Warming
Carol Sprague
CGW4U
Mr. Sanford
February 19, 2007

*Centre horizontally
and double- space*

First Page of Body of Paper (figure 4)



Subsequent pages should contain the shortened title and page number. Double-space throughout.

APA PARENTHETICAL CITATIONS

When a source of information is quoted or referred to in an essay or paper, a *parenthetical citation* is required. The information needed for the parenthetical citation is the name of the author, the year of publication, and the page number for the reference. There are several alternatives to consider when placing the parenthetical citation in the text of the paper:

AUTHOR NOT NAMED IN TEXT:

- When an author's work is used as a source of information without the author being named in the written passage, the parenthetical citation will list the identifying details:

One of Canada's foremost environmentalists believes that Canadians need "a radical change in the way we produce and consume energy" in order to defeat climate change" (Suzuki, 2005, p. 20).

- Sometimes it is necessary for the reader's understanding to place the reference within the sentence. In that case, place the author's name and the year of the reference in a convenient location in the sentence (ie right after the quotation if one is used). Place the page number of the reference at the end of the sentence:

Environmental groups do not always support energy conservation because, "environmentalists are locking horns with the wind industry over the location of wind farms" (Suzuki, 2005), claiming they want change but not in their own backyards.(p. 20).

The "References" page will contain the complete citation:

Suzuki, D. (2005). The beauty of wind farms. *New Scientist*, 2495, 20.

AUTHOR NAMED IN TEXT:

When the author's name is used in the text, it is not necessary to repeat the name in the in-text reference. The year of the reference is placed in parentheses after the author's name, and the page numbers are placed in parentheses at the end of the sentence.

Suzuki (2005) feels that "environmentalists are locking horns with the wind industry over the location of wind farms" when they should be welcoming a chance to save the environment. (p. 20).

A WORK WITH TWO AUTHORS:

Despite advances made in HIV-AIDS research, "more than half a million people are living with an infection that remains incurable and requires costly lifelong treatment" in Europe alone. (Hamers & Downs, 2004).

Use an ampersand "&" to connect authors when they are part of a parenthetical citation.

Or

A study released by Hamers and Downs (2004) said that "more than half a million people are living with an infection that remains incurable and requires costly lifelong treatment" in Europe alone.

Use "and" to connect the authors when they are included as part of the sentence.

A WORK WITH THREE TO FIVE AUTHORS:

As many as five authors may be listed in a parenthetical citation. If the same source of information appears again in the text of the paper, it is only necessary to list the first author's name.

An essay on global warming states that "Carbon dioxide from the combustion of fossil fuels is one of the key drivers behind global warming"(Jenkinson, Adams & Wild, 1991, p. 304-306).

Or

An essay by Jenkinson, Adams and Wild (2001) states that "Carbon dioxide from the combustion of fossil fuels is one of the key drivers behind global warming"(p. 304-306).

A WORK WITH MORE THAN FIVE AUTHORS:

When a source has more than five authors, it is not necessary to list them all. The in-text citation will record the name of the first author listed, followed by *et al.*

One study on global warming measured how changes in atmospheric carbon dioxide affected sea levels.(Cubasch et al, 1992, p. 55-69).

Or

A study on global warming conducted by Cubasch et al (1992) measured how changes in atmospheric carbon dioxide affected sea levels (p. 55-69).

A WORK WITH NO AUTHOR OR AN ANONYMOUS WORK

When the author is listed as “anonymous”, use “anonymous” in the citation. (Anonymous, 2005).

When the author isn’t known, use the first three words of the title in place of the author’s name. Don’t use beginning words like “the”, “a”, or “an”.

The Komodo Dragon, which is really a lizard, is now capable of laying “viable eggs without males” (“This Just In”, 2007).

Rules for listing titles: Italicize book or journal titles

Use quotation marks around article titles

Capitalize all significant words in the title

**remember that these rules for titles are different for the References list*

AN ELECTRONIC SOURCE

Information from an electronic source does not always contain page numbers. If the paragraphs are numbered, use paragraph numbers to help the reader find the source of information. If headings are used, use headings to guide the reader to the source of information:

Bacteria can be classified as aerobic, anaerobic or facultative (Consumer Guide, 2007, Types of Bacteria section).

To indicate a paragraph number, use the symbol for paragraph (§ 4) followed by the paragraph number. **The paragraph symbol is located at Insert-Symbol-Special Characters.*

Format for APA Entries on Reference List:

BOOK -- ONE AUTHOR:

List the last name first, followed by author's initials. Capitalize only the first word of the title and subtitle and proper nouns. The book title should be written in italics.

Berton, P. (1997). *1967, the last good year*. Toronto: Doubleday Canada.

TWO OR MORE BOOKS OR OTHER WORKS -- SAME AUTHOR:

When listing two or more works by the same author, whether it is a book or journal article, list the works by date, placing the earliest dated work first.

Gray, C. (1997). *Mrs. King: the life and times of Isabel Mackenzie King*. Toronto: Viking Press.

Gray, C. (1999). *Sisters in the wilderness: the lives of Susanna Moodie and Catharine Parr Traill*. Toronto: Viking Press.

BOOK OR OTHER WORKS -- TWO AUTHORS:

List the first author by last name and initial, followed by "&" and the second author's last name and initial.

Collier, P., & Horowitz, D. (1984). *The Kennedys: An American drama*. New York: Summit Books.

BOOK -- THREE TO SIX AUTHORS OR MORE:

List the authors by last name and initial, separating with a comma. Use "&" to precede the last author's name. After the sixth author, add "et al" to indicate there are more than six authors.

BOOK -- NO AUTHOR:

Holy Bible: New International Version. (1984). Grand Rapids, MI: Zondervan.

BOOK WITH EDITOR(S):

Sullivan, R. (Ed.). (1999). *The Oxford book of stories by Canadian women in English*. Don Mills: Oxford University Press.

ESSAY, SHORT STORY OR ANY PART OF A LARGER WORK FROM A BOOK:

Page, P.K. (1999). Unless the eye catch fire.... In R. Sullivan (Ed.),
The Oxford book of stories by Canadian women in English (pp. 83-100). Don Mills:
 Oxford University Press.

BOOK (MORE THAN ONE VOLUME):

Harrison, G. B. (Ed.). (1965). *The Elizabethan journals*. (Vols.1-2). Garden City:
 Anchor Books.

AN EDITION:

Stanford, Q.H. (Ed.). (1998). *Canadian Oxford world atlas* (4th ed.). Don Mills: Oxford
 University Press.

REFERENCE BOOK (ARTICLE):

Catania, P.J. (2003). Energy Supply. In *The world book encyclopedia* (Vol. 6, pp. 277-282).
 Chicago: World Book, Inc.

JOURNAL ARTICLE (PRINT):

Nicolelis, M.A.L. & Ribeiro, S. (2007). Seeking the neural code. *Scientific American*, 295 (6),
 70-77.

NEWSPAPER ARTICLE (PRINT):

Chase, Steven. (2007, February 5). Canada nears European trade treaty. *The globe and mail*,
 pB1.

MAGAZINE ARTICLE (PRINT):

Gatehouse, J. (2007, Jan. 29). The cure for everything. *Maclean's*, 120, 32-38.

INTERVIEW:

Cooper, J. (2007, October 28). Questions about Kyoto Accord. [Interview with Michael J. Fox]. *The National*. Retrieved February 5, 2007, from ProQuestK-12 database.

When you are the person conducting an interview, you do not have to include it in your list of references. You can show your source of information by using an in-text parenthetical citation.

GOVERNMENT PUBLICATION:

Ministry of Education. (2000). *The Ontario curriculum exemplars grade 9: Canadian and world studies (geography)*. Toronto: Queen's Printer.

WEBSITE (SUBTITLE BUT NO AUTHOR):

Canada and the Vietnam War. *CBC Radio*. (2003, December 2). Retrieved February 19, 2007, from <http://radio.cbc.ca/programs/asithappens/vietnam/>

Vimy tribute snow sculpture unveiled in Winnipeg. *Veterans Affairs Canada*. (2007, February 2). Retrieved February 19, 2007, from <http://www.vac-acc.gc.ca/general/sub.cfm?source=department/press/viewrelease&id=418>

MAGAZINE/JOURNAL ARTICLE - PUBLICATION ONLINE AND IN PRINT

Print version:

Suzuki, D. (2005). The beauty of wind farms. *New Scientist*, 2495, 20.

Same version online:

Suzuki, D. (2005). The beauty of wind farms [Electronic version]. *New Scientist*, 2495, 20.

If online version differs from print version, omit the [Electronic version] bracketed insert and supply the web page address.

Suzuki, D. (2005). The beauty of wind farms. *New Scientist*, 2495, 20. Retrieved February 19, 2007, from <http://environment.newscientist.com/channel/earth/energy-fuels/mg18624956.400>

JOURNAL ARTICLE FROM DATABASE (ONLINE):

Garber, K. (2001, March 1). An end to Alzheimer's? *Technology Review*. 70. Retrieved Feb. 19, 2007, from ProQuestK-12 database.

When you retrieve an article from an online database, you don't need to give the web address in your citation. You do need to include the information that identifies the source of information, as well as the name of the database and the retrieval date.

NEWSPAPER ARTICLE FROM DATABASE (ONLINE):

Haynes, V.D. (2007, January 14). Showoffs rev their engines. *Washington Post*. Retrieved February 19, 2007, from ProquestK-12 database.

ENCYCLOPEDIA (ONLINE):

Marsh, J. (2007). Hockey (ice). *The Canadian Encyclopedia*. Retrieved February 19, 2007, from <http://www.canadianencyclopedia.ca>

Use the web address for the encyclopedia's main page, not the address of the page where the information begins.

Do not place a period after a web address.

MOTION PICTURE:

This category includes films, videos and DVDs.

Capra, F. (Director). (1946). *It's a wonderful life*. [DVD]. United States: Republic.

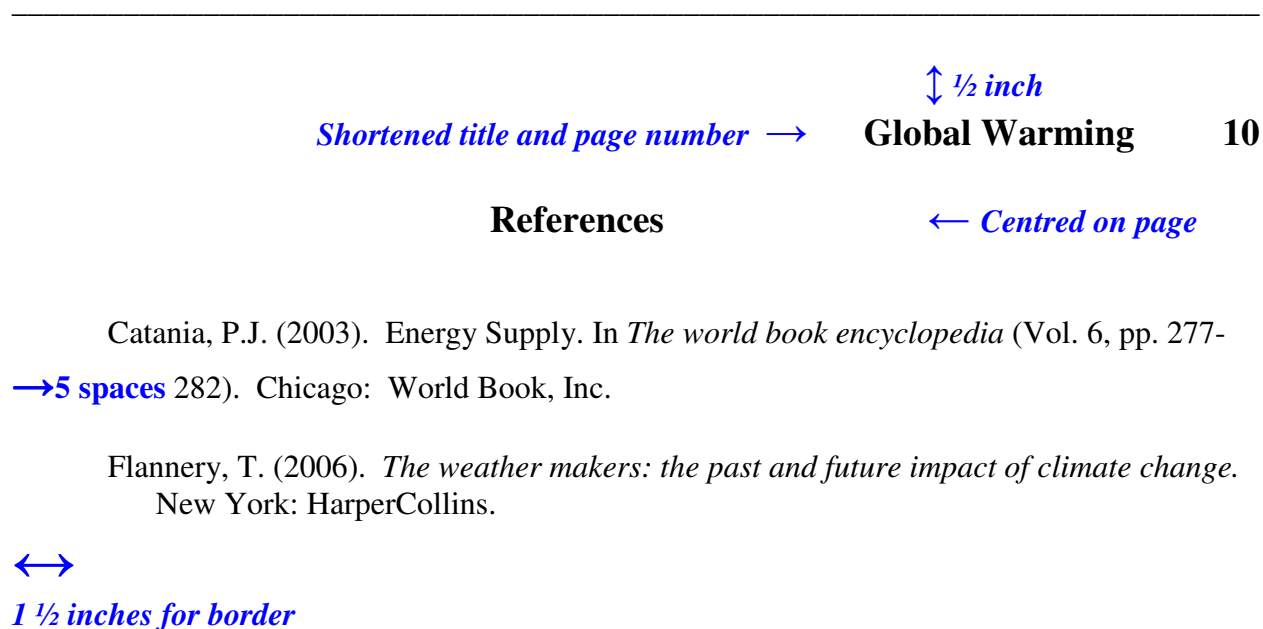
ADDITIONAL SOURCES:

To cite sources that have not been listed here, go to www.apa.org for additional information.

PREPARING YOUR APA “REFERENCES” LIST

The APA References list contains the publication information for those sources used in the in-text citations. Place entries in alphabetical order on the References page. Place the References page at the end of your paper.

FORMAT for List (figure 5):



Example of a “References” Page

References

Garber, K. (2001, March 1). An end to Alzheimer's? *Technology Review*, 70. Retrieved Feb. 19, 2007, from ProQuestK-12 database.

Gatehouse, J. (2007, Jan. 29). The cure for everything. *Maclean's*, 120, 32-38.

Lillrank, S.M. (2006). *Alzheimer's disease and other dementias*. New York: Chelsea House Publications.

Nicolelis, M.A.L. & Ribeiro, S. (2007). Seeking the neural code. *Scientific American*, 295 (6), 70-77.

Spaan, P. E. J., Raaijmakers, J. G. W. & Jonker, C. (2005, September). Early assessment of dementia: the contribution of different memory components. *Neuropsychology* 19(5). Retrieved February 19, 2007, from <http://www.apa.org/journals/releases/neu195629.pdf>