

STYLE SHEET

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Layout

Present your paper nicely printed on several sheets of standard 8.5 x 11 inch paper stapled together. Do not use folders or report covers. Do not include illustrations. If your paper involves a journal article, include a copy of the article after your works cited page.

Style

In general, put your paper in MLA style. Follow the MLA forms for citation and the treatment of sources. You may use italics rather than underlining to indicate italic type, but do not mix the two conventions.

Word Processing

Use a standard word processor. Use 12 pt. type and a standard typeface such as Courier or Times. Format your papers as simply as you can, without specialty fonts or headline fonts. Always run spell check.

Print

Print with a laser printer or a good ink jet printer so that the print quality of your paper is uniform and black. If your personal printer does not deliver good print quality, print your paper in one of the general access computer labs on campus.

Margins

Leave a margin of at least one inch on all sides of your text, notes, and works cited pages. If you use the default margins built into your word processor, that will usually be fine.

Spacing

Double space your paper throughout, including title page, text, block quotations, any notes you may include, and references. Indent block quotations one inch from the left margin.

Page Numbers

Number your pages consecutively beginning with your title page as page one. Use your last name as a running head with each page number (e. g. Jones 2). Place the page number and running head in the upper right hand corner of each page, one half inch from the top edge of the sheet.

Title Page

Head the title page of your paper with your name, your professor's name, the course name and section number, and the date double spaced flush left at the top margin

of your page. Center the title of your paper a double space after the heading, in headline style (important words capitalized). Begin your text a double space after your title.

Paragraph Form

Break your text into paragraphs as needed for organization and clarity. Indent the first and all subsequent paragraphs of your essay one half inch. In general keep your paragraphs under a half page long. Do not write one sentence paragraphs.

Headings

Since your papers are short, you will probably not use headings to designate sections. If you do use headings, place them in the center of the page in headline style (important words capitalized), with no more than a double space before and after each heading. Do not put headings in italics or boldface type. Do not underline them. Do not use a URL as a heading.

Notes

Use parenthetical citation for ordinary source citations, but if you need notes for explanatory purposes or long citations, use endnotes. Endnotes should follow your text on a page bearing the heading *Notes*.

Works Cited Page

The works cited page is the last page of your paper. Head the page with the heading *Works Cited*. On this page, list all sources you have consulted in writing your paper. Put your works cited entries in MLA style.

examples:

A Room with a View. By E. M. Forster. Dir. James Ivory. Prod. Ismail Merchant. Perf. Maggie Smith, Denholm Eliot, Helea Bonham Carter, and Daniel Day-Lewis. Cinecom Intl. Films, 1985.

Boswell, John. *The Kindness of Strangers: The Abandonment of Children in Western Europe from Late Antiquity to the Renaissance*. New York: Pantheon Books, 1988.

Hallin, Daniel C. "Sound Bite News: Television Coverage of Elections, 1968-1998." *Journal of Communication* 42.2 (1992) 5-24.

Heise, John. *The Akkadian Language Page*. February 17, 1996. Online. Internet. November 5, 1998. Available <http://www.sron.ruu.nl/~jheise/akkadian/index.html>.

Remember to cite all your sources, including any audiovisual and Internet sources you may have used, as well as any summaries, encyclopedia articles, critical references, and/or ponies. Refer as needed to the *MLA Handbook* for additional information and

further examples of citation form. Remember that most of your citation should be parenthetical and should occur in your text.

Parenthetical Citations

Citations may occur in your text or in parentheses. Parenthetical Citations refer to entries in your list of works cited and immediately follow language to which they refer in your text. Note that page numbers follow the author or title identification with no punctuation. (Some World Wide Web pages will not have page numbers).

examples:

(*A Room with a View*)
(Boswell), (Boswell 35)
(Hallin) (Hallin 6)
(Heise)

For more help with citation as well as extensive models see *The MLA Handbook*.

Names

Refer to authors, critics, and scholars by their last names. Literary characters may be referred to by their first names if that is the convention used.

Acronyms

Clarify acronyms with the first use.

example: The Modern Language Association of America (MLA) . . .

Numbers

Write out numbers that begin sentences. Write out whole numbers less than ten. Refer as needed to the *The MLA Handbook* for other conventions regarding numbers.

Capitalization

Capitalize proper names, acronyms, important words of titles in headline style, and the first words of sentences and direct quotations. Lowercase generic names, names of seasons, and most usages with north, south, east, and west. Refer as needed to the *The MLA Handbook* for other conventions of capitalization.

Titles

Use italics or underlining for titles of books, movies, magazines and journals, and worldwide web pages. Use quotation marks for titles of songs, poems, short stories, essays, and sections of larger discourses. Refer as needed to the *The MLA Handbook* for other conventions involved in the treatment of titles.

Dates

Use the American form for dates (*April 19, 1993* rather than *19 April 1993*). Observe the following conventions as well.

December 1998
1990s (no apostrophe)
1992-93
the nineties

Spelling

Use American spelling for words like *color*, *theater*, *recognize*, and other words whose American and British spellings may differ.

Form the singular possessive with *'s* and the plural possessive with *'s*. Refer as may be required to *The MLA Handbook* for other conventions regarding possessives.

Form the plurals of numbers and letters with *s*, not *'s*.

Remember to observe spelling and usage conventions for word pairs such as *there/their*, *your/you're*, and *its/it's*. If you don't know the conventions for these usages, look them up.

Punctuation

End sentences with periods.

Use a comma before the conjunction that precedes the last item in a series (e. g. *red, white, and blue*; *lies, damn lies, and statistics*).

Use a comma before the coordinating conjunction in a compound sentence. Do not run two sentences together with no punctuation or a comma.

Use a semicolon before a conjunctive adverb such as *however*, *moreover*, or *nevertheless* unless you use it parenthetically or at the beginning of a sentence.

Remember to close parentheses, quotation marks, and brackets.

Remember that American usage regularly places commas and periods inside quotation marks, and semicolons and colons outside. Placement of question marks and exclamation points depends upon context. Consult *The MLA Handbook* for specific cases.

Italics

Underlining is a manuscript convention used to indicate italics. You may use underlining to indicate italics in your essays, or you may use italic type, but you may not

mix the two usages. Choose one usage or the other and follow it consistently throughout your text.

Use italics for some titles, for statistical and mathematical symbols, for linguistic examples and first use of special terms, and for words used as words. Avoid the use of italics and quotation marks for emphasis or as indicators of tone.

Usage and Style

Avoid expressions such as “In this paper I will show.” Make your intention clear as you discuss your subject.

Write complete sentences. Avoid unintentional sentence fragments absolutely, and avoid fragments generally unless you have a special need for the emphasis that a fragment can sometimes give.

If you use a participial phrase at the beginning of a sentence, remember that the phrase must refer to the grammatical subject. Generally, put modifiers close to words they modify.

examples:

On arriving in Chicago, his friends met him at the airport. (Who arrived in Chicago?)

The investigator tested the subjects using this procedure. (Who used the procedure?)

The data only provide a partial answer. (*Only* modifies *a partial answer*.)

Make your subjects and verbs agree.

Always use pronouns in precise reference to other words and phrases that are close by. Avoid loose or broad pronoun reference, reference across paragraph breaks, reference to words in the possessive, and unclear or ambiguous pronoun reference.

Generally avoid passive voice.

Write mostly with nouns and active verbs. It is always best to use one word rather than two when one word will do the job.

Keep to one verb tense for the major part of your discourse. In most expository writing present tense is best. Use other tenses only when logic dictates. Maintain logical tense sequences when you are using several tenses in close proximity to each other.

Treat collectives as singular or plural depending upon context.

Examples:

The class has voted to support . . .

The class were unable to agree . . .

Of thirty-five members, none were present. (*None=not any.*)

Of thirty-five members, none was brave enough to support the proposal. (*None=not one.*)

Treat the word *data* as a plural unless you use it as a synonym for *information*, in which case you might consider taking the plunge and using *information*, instead.

Quote sparingly. A short paper should contain few quotations. Avoid dropped quotations without adequate introductions. Remember that a quotation plus its introduction must make a complete sentence.

When you paraphrase from a source, be sure to use your own language.

Make the organization of your essay clear. Arrange the elements of your essay in a rational order that gives appropriate emphasis to your ideas and assigns important ideas to important positions in the discourse.

Avoid gratuitous and biased cultural distinctions in your language.

Common Reader's Marks

Here is a list of marks you may find in the margins of your essays together with translations. Any good college handbook will have chapters concerning the matters to which these marks allude. The APA and MLA style books contain useful and somewhat more comprehensive lists of reader's marks.

ab - faulty abbreviation
ad - adjective, adverb
agr - agreement (subject/verb; pronoun/antecedent)
ap - apostrophe
k, awk - awkward
cs, cf - comma splice, run-on sentence
ca - case
cap - capital letter (also three lines under a lowercase letter)
coh - coherence
ℓ - delete something ~~marked for strikeout~~
d - diction, idiom, word choice
dm, mm - dangling modifier, misplaced modifier
frag - sentence fragment
hyph - hyphenation
ital - italics needed
lc - lowercase (also a vertical line through a capital letter)
log - logic
p - punctuation
quot - quotation error
ref - pronoun reference
sp - spelling, word division
ss - sentence structure, sentence sense, mixed construction
vb - verb form, tense, tense sequence
w, wdy - wordiness
ww - wrong word
¶ - make a new paragraph
∧ - insert something
// - parallelism needed

SAMPLE PAGES

Smith 1

Laura Smith

Professor Long

Great Books

December 11, 2008

Dignissim qui Blandit Praesent Luptatum

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Notes

¹Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Works Cited

- A Room with a View*. By E. M. Forster. Dir. James Ivory. Prod. Ismail Merchant. Perf. Maggie Smith, Denholm Eliot, Helea Bonham Carter, and Daniel Day-Lewis. Cinecom Intl. Films, 1985.
- Boswell, John. *The Kindness of Strangers: The Abandonment of Children in Western Europe from Late Antiquity to the Renaissance*. New York: Pantheon Books, 1988.
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REFERENCES

- American Psychological Association. *Publication Manual of the American Psychological Association*. 5th ed. Washington, DC: Amer. Psychological Assn., 2001. [This is the style manual most widely used by American scholars generally. It contains a unique and comprehensive set of usage guidelines for bias free language, with many examples. Many other style manuals direct their users to these APA guidelines.]
- Burchfield, R. W. *The New Fowler's Modern English Usage*. 3rd ed. Oxford, UK: Oxford UP, 2004. [The current edition of the 1926 classic handbook of British usage, famous for its acceptance of the split infinitive. This edition revises the second edition of 1965 and brings Fowler up to date; however "Some language (and Fowler) purists complain that the book is too liberal at times, noting that usage is common as opposed to correct." Some libraries keep all three editions.]
- The Chicago Manual of Style*. 15th ed. Chicago: U of Chicago P, 2003. [This manual is the oldest and most comprehensive of the American style manuals. It is also regarded as the most authoritative of style manuals by many scholars. Any question other style manuals do not answer will likely find an answer here.]
- Follett, Wilson. *Modern American Usage: A Guide*. Revised by Erik Wensberg. New York: Hill and Wang, 1998. [An old-fashioned guide to American usage, left unfinished at Follett's death in 1963 and finished by Jacques Barzun and others. A copy of the 1966 edition would be worth having.]
- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America, 2003. [Based on *The MLA Style Manual*, this handbook is a good, thorough guide to MLA style for students writing papers in the humanities. It also contains some information about other scholarly styles.]
- Gibaldi, Joseph and Herbert Lindenberger. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: The Modern Language Association of America, 2008. [The authoritative guide to MLA style for professional scholars in the humanities.]
- * Hacker, Diane. *A Pocket Style Manual*. 2nd ed. Boston: Bedford Books, 1999. [This is a handy pocket reference guide. You might want to keep one of these in your bookpack.]
- Li, Xia and Nancy Crane. *Electronic Styles: A Handbook for Citing Electronic Information*. Rev. ed. Medford, NJ: Information Today, 1996. [Citation conventions for electronic sources are still evolving. Now largely available online, this book was an early attempt to create a reasonable set of conventions for the purpose. Guidelines for electronic citation contained in other manuals are often based on this source.]

**Merriam Webster's Collegiate Dictionary*. 11th ed. Springfield, MA: Merriam-Webster, 2003. [Updated frequently, the current year's publication of this collegiate dictionary will be the most timely of collegiate dictionaries as regards current usage and style with respect to neologisms, new conventions, and phenomena related to language change. Now available on CD-ROM and online at <http://www.merriam-webster.com/>.]

* Strunk, William, Jr., E. B. White, and Roger Angell. *The Elements of Style*. 4th ed. New York: Allyn & Bacon, 2000. [An older book, recently reissued with an index, a new foreword, and updated diction. *Elements of Style* is the best resource of its kind for anyone wishing to write a good, plain English style.]

*Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: U of Chicago P, 2007. [A popular, inexpensive, and widely respected style manual whose title explains its purpose, the Turabian manual is the most widely-used manual of scholarly style. Based on *The Chicago Manual*, Turabian is probably the best general manual for students as well.]

Walker, Janice R. and Todd Taylor. *The Columbia Guide to Online Style*. 2nd ed. New York: Columbia UP, 2006. [An updated and expanded edition of Taylor's early work on electronic style, this is perhaps the most comprehensive (as well as the newest) print source on the subject.]

*Starred items are texts you might wish to own. Other listed sources can be consulted in Pius Library.