PGHS STYLE GUIDE for Typewritten Papers

Version 8 (Justus Grate revised 27 March 2016)

READ THESE THINGS......Yes, do it!......Now!......

1. There are many official style guides -- MLA, APA, Chicago -- just to name a few. All have a slightly different manner of formatting, citing sources, etc. If and when you go to college and/or work in a profession requiring a specific style, you will need to get that guidebook and follow it. This guide has elements of MLA and APA, as well as many changes and simplifications for the high school level and your specific teachers and classes. Unless directed otherwise by your teacher, follow this packet <u>exactly</u>.

2. Unless given specific permission to do so, do not use WIKIPEDIA as a source. Teachers may limit the use of some other types of sources for specific assignments.

3. Although this packet is printed on both sides of the paper, your assignment should be printed on only one side.

4. If you are required to submit your paper to turnitin.com, make sure the hard copy turned in and the submission are exactly the same -- some programs seem to have the habit of changing fonts, margins, etc., when submitting.

MARGINS (see example on pages 5-8)

Set all margins at 1 inch. The only item outside these margins should be the page number – see below. Some word processing programs tend to delete the bottom line on a page thus creating a larger appearing margin. You can fix this problem by turning off the "widow/orphan" setting and/or adjusting your top and bottom margins to slightly less than 1 inch to see if it accurately meets margin requirements. Make sure to review your document page by page during and after printing to ensure accuracy.

TYPE FONT & SIZE (see example on page 5-8)

All type must be 12-point Times New Roman (exception: picture captions – see below).

LINE SPACING & PARAGRAPH INDENTATIONS (see example on page 5-8)

All line spacing should be uniform throughout your paper (exception: picture captions – see below). Set spacing for "double-space" or "2." Do not skip lines between paragraphs. If there appears to be a larger space between paragraphs, there is a "before and after" setting usually found in the "paragraph" page of the "format" menu, which can be changed. Indent one-half inch to begin each paragraph.

PAGE NUMBERS (see example on pages 5-8)

Put page numbers in the header one-half inch down, justified to the right, with a 1 inch right margin. Precede the number with your last name. All pages, including visuals and your Works Referenced list, need to be sequentially numbered.

FIRST PAGE & NAME, CLASS, DATE INFORMATION (see example on page 5)

The first page must have your name, teacher's name, class and period, and date. This information is typed in four lines aligned with the left margin at the top of the page. Do not forget that all spacing must be the same, equal, double-space!

CITATIONS (citing your sources)

***** PARENTHETICAL REFERENCES FOR <u>DIRECT QUOTATIONS</u> (see examples on page 5)

The source of all direct quotations must be cited. Short quotations of less than four lines are included within the text between quotation marks. <u>Most teachers at PGHS do not allow quotations of four lines or more</u>. If they do, they will show you the proper

block quote format. Quotations must have a parenthetical reference at the end of the sentence containing the quote. This reference comes after the quotation marks but before the period. In parentheses, write the author's name(s), or title of work if no name, then a **semi-colon**, and then the year of the work. You need a properly created entry in your Works Referenced list to do this correctly.

***** **PARENTHETICAL REFERENCES FOR <u>INFORMATION SOURCES</u>** (see examples on page 6)

Some assignments and/or teachers require parenthetical references for information sources within the body of the paper. These are called Non-Quotation Parenthetical References. Ask your teacher for instructions and examples of their specific expectations for that assignment. The parenthetical reference comes after the quotation marks but before the period. In parentheses, write the author's name(s), or title of work if no name, then a **semi-colon**, and then the year of the work. You need a properly created entry in your Works Referenced list to do this correctly.

PICTURE CAPTIONS & SOURCE NOTES (see example on page 7)

Every picture or other visual must have a caption and a source note showing where the picture was found. Compose captions which clearly and fully explain and describe the visual – <u>most teachers require a two-sentence minimum</u>. Place a source note for where the visual came from at the end of the caption in the same manner as a parenthetical citation, except it goes after the period. The type size and spacing of captions are different than the rest of the paper – use 10-point single space Times New Roman. Some teachers allow visuals to be placed within the text pages, whereas others want separate pages – be sure to follow the specific teacher's assignment carefully. Notice you will need a proper entry in your Works Referenced list for the source of the visual.

WORKS REFERENCED LIST (used to be called a bibliography for us old folks) (see example on page 8)

The Works Referenced list of works used in the preparation of your paper. Any source which you found useful should be included in your works cited/consulted. All sources from which you used a quote or a picture must be listed. The title Works Referenced is placed in the center at the top of the page. Entries must be placed in alphabetical order with all lines except the first line of each entry indented (this is called a hanging indent). Make sure to use the entry formats properly, and complete each entry accurately – including all punctuation. DO NOT FORGET TO PUT A PERIOD AT THE END OF EACH ENTRY -- COMMON MISTAKE!

Format for entries: Bibliographic entries are placed in alphabetical order by author's last name (do not number entries). If there is no author's or editor's name, use the first word of the title. Disregard the words A, An and The in a title. Carefully check the samples below for the punctuation mark placement of each item and remember to place a period at the end of the entry. The first line of each entry is NOT indented, but all subsequent lines are. This highlights the first word of an entry so that it stands out for easy referencing. Put entries in alphabetical order based upon these standout words.

Author's or Editor's names: Make sure to write names exactly as it is in the work – that is the way he/she wanted it. Titles such as "Dr." may be omitted. If there is a middle initial or name, it goes after the first name (ex: Smith, John S.) Non-specific titles such as "the Editors of Blankety-Blank" are not considered names and the name part of the entry is skipped.

One Author: Last, First.	example: Smith, John S.
One Editor: Last, First, ed.	example: Smith, John S., ed.
Two Authors: Last, First, and First Last.	example: Smith, John S., and Tom Edwards.
Two Authors: Last, First, and First Last, eds.	example: Smith, John S., and Tom Edwards, eds.
Three or more Authors: Last, First, et al.	example: Smith, John S., et al. (et al means 'and others')
Three or more Editors: Last, First, et al, eds.	example: Smith, John S., et al, eds.

Title of Articles or Short Works: Titles of articles, poems, and short stories are put in **"quotation"** marks. Articles are those items which are obviously within a larger work -- in an encyclopedia for example. On the Internet, it is often difficult to determine whether a source is an article or a book-length source -- look at how it is organized. Is it like an encyclopedia with separate

articles or a book with chapters? A stand-alone work of less than 20 pages counts as an article, more than 20 pages counts as book-length.

Title of Books or Book-Length Works: Titles of books or book-length sources such as novels, plays, films, and large websites are put in *italics*. Remember, if a stand-alone work in the internet is more than 20 pages, treat as book-length.

Copyright, Publication, or Last Update date: If there is more than one date, use the most recent date. Often only the year is given, but include further information if available.

Source Types: Something published with ink on paper sitting in front of you = Print. Something on the Internet = Web. Purchased e-books = E-book Kindle; E-book Nook; E-book i-Pad. Videos = DVD; Netflix Streaming; Theater Screening, etc.

Location: Where did you find this source? Either a physical location for a print source or a **simple URL** for the Web. A simple URL can skip the 'http' and 'www' and goes just as far as the .com, .org, .edu. etc. Purchased e-books need no location (the source type basically gives it).

PGHS "STANDARDIZED FORMAT" FOR BOOKS, PERIODICALS, and INTERNET

Give the following items in the following order: – (put a period after each item)

1. Author(s) and/or Editor(s) name(s) – (if no specific name then skip)
2. Title of article or short work, in **"quotations"** – (if not a short work skip)
3. Title of book or book-length source, in *italics* – (sometimes skipped, esp. on web.)
4. Date of copyright, publication, or last update
5. Source type
6. Location in **<carats>** – (skipped for e-books)

Book Examples:

Ellis, Joseph J. *Founding Brothers*. 2001. Print. <personal collection of Justus Grate>.

Hunt, Ben W., and Dan L. McGrath, eds. *The Complete How-to Book of Indiancraft*.

1973. Print. <PG Public Library>.

Sloan, Frank A., et al. *Civil War Facts*. 2001. E-book i-Pad.

Dictionary of Ancient Greek Civilization. 1966. Print. <PGHS Library>.

Greenberg, Daniel. "Ridding America of Polls." *Washington Post*. 16 Sept. 2012. Print.

<Monterey Public Library>.

Print Article Examples:

"Portents for Future Learning." *Time*. 21 Sept. 2015. Print. <personal collection of Author>.

Temperly, Nicholas. "Washington, George." *World Book Encyclopedia.* 2009. Print. <PGHS

   Library>.

"Yorktown, Battle of." *Encyclopedia Americana.* 1995. <Monterey Public Library>.

Internet Examples:

Parker, Dillon A., and Carson L. Brokleton, eds. "Battle of Leyte Gulf." *Great Battles of*

   History. Nov. 2002. Web. <history.com>.   (note the simple URL)

"Battle of New Orleans." *Military History.* 2010. Web. <milhistory.org>.

Arthur, Daniel R. "Walking the Normandy Battlefields." June 2005. Web. <nyu.edu>.

INTERVIEW

Give the following items in the following order: -- (put a period after each item)

1. Name(s) of person being interviewed
2. Date of interview
3. Interview type – (personal interview, telephone interview, e-mail interview, etc.)

Examples:

Richards, Samantha P. 2 Mar. 2013. Telephone Interview.

Smith, Peter, and Helen Smith. 30 Dec. 2012. Personal Interview.

VIDEO -- (for videos on the internet such as YouTube, use an internet entry style)

Give the following items in the following order: – (put a period after each item)

1. Title of Work in *italics*
2. Directed by or Produced by – (in this case a company is acceptable)
3. Date produced
4. Source type – (Netflix Streaming, DVD, Theater Screening, etc.)

Examples:

Valor Under Fire. Directed by Reynolds, Kevin. 2003. Netflix Streaming.

The Complete Story: World War I. Produced by CBS Broadcasting. 2003. DVD.

Iaman A. Student

Mr. Grate

World History Period 5

37 September 2054

All line spacing must be the same size. Set for double-space with no extra space before or after paragraphs

Page # is in the header

Centered Title

Indent one-half inch to begin each paragraph. Do not skip lines between paragraphs, and keep all line spacing the same. Make your product look nice and uniform. The right margin should be set at 1 inch but should not be justified. If you are actually reading this, you have just won a prize! Just kidding. Blah, blah, blah and a bunch of other stuff, followed by an example quotation. "The assassination of Franz Ferdinand set off a chain of events which led directly to the outbreak of the First World War," and therefore can be considered the 'spark' of the war (Martin, Jackson, et al; 1966). Notice the parenthetical reference is always at the end of the sentence even if the actual quote is not.

1" right margin but do not justify

Indent the new paragraph. Blah, blah, blah and a bunch of other stuff, followed by more stuff. Make sure to put the Works Referenced list last. Entries must be properly done to be able to cite sources properly for quotes, non-quote references, and visuals. As Admiral Hood's ships raced southward towards the German fleet, they came under accurate fire and without warning, "the *Invincible* blew up, sending a huge column of smoke and debris skyward" ("Battle of Jutland"; 2001). If the source has no author, it will be listed by the title -- either article or book. Make sure to use the whole title, with proper quotations or italics in your citation. Also note that the date of the work is also listed in the citation. Blah, blah, blah and a bunch of other stuff, and maybe an actual fact, followed by more stuff. Do not forget to focus your stuff on the topic your stuff is supposed to be focused upon. Always go back through all work -- thinking, revising, improving -- before turning in.

Indent the new paragraph, then explain some more stuff. If necessary, try adjusting the top and bottom margin settings to .9 or .95 of an inch to get that last line printed properly. Now let us turn to an example of a non-quote parenthetical reference. If your assignment calls for references of this sort, your teacher will explain in greater detail the requirements. The parenthetical references are done the same as for a quotation.

In the early 1900s the steel battleship became the ultimate level of naval technology, and a specialized class of ships within this general type, the battlecruiser, was considered by many to be the best of the best. The battlecruiser, as conceived by Admiral Lord Fisher of the British Royal Navy, would combine the massive firepower of a battleship with the speed of a cruiser, and thus would be able to set the pace of battle by advancing or retreating faster that opposing forces. Battlecruisers were constructed starting in Britain with the *Invincible* of 1907 up through the *Hood* of 1920. Germany responded with the *Van der Tann* of 1909 up through the *Hindenburg* of 1915 (*World War One*; 2014). The parenthetical reference here tells the reader which source in the works list the information for the entire paragraph came from.

The *H.M.S. Invincible*, the first battlecruiser, was constructed by Armstrong & Whitworth Company in Great Britain in 1906-1907 and commissioned into the Royal Navy in 1909. She was 530 feet long, displaced 17,500 tons, and had a top speed of 26 knots ("H.M.S. Invincible"; 2009). Supposed to be able to outrun anything she could not fight and outfight anything she could not outrun, the *Invincible* had eight 12-inch guns (the same size as those on contemporary battleships), but only had armor one-half as thick. At the Battle of Jutland in 1916, she was destroyed after being hit by the German battlecruiser *Lutzow* (Smith, Peter S.; 1998). The parenthetical references here tell the reader which sources information in specific parts of the paragraph came from.

Carefully READ this entire packet including the material on these pages 5-6 for tips

Keep minimum 1"
margins for visuals
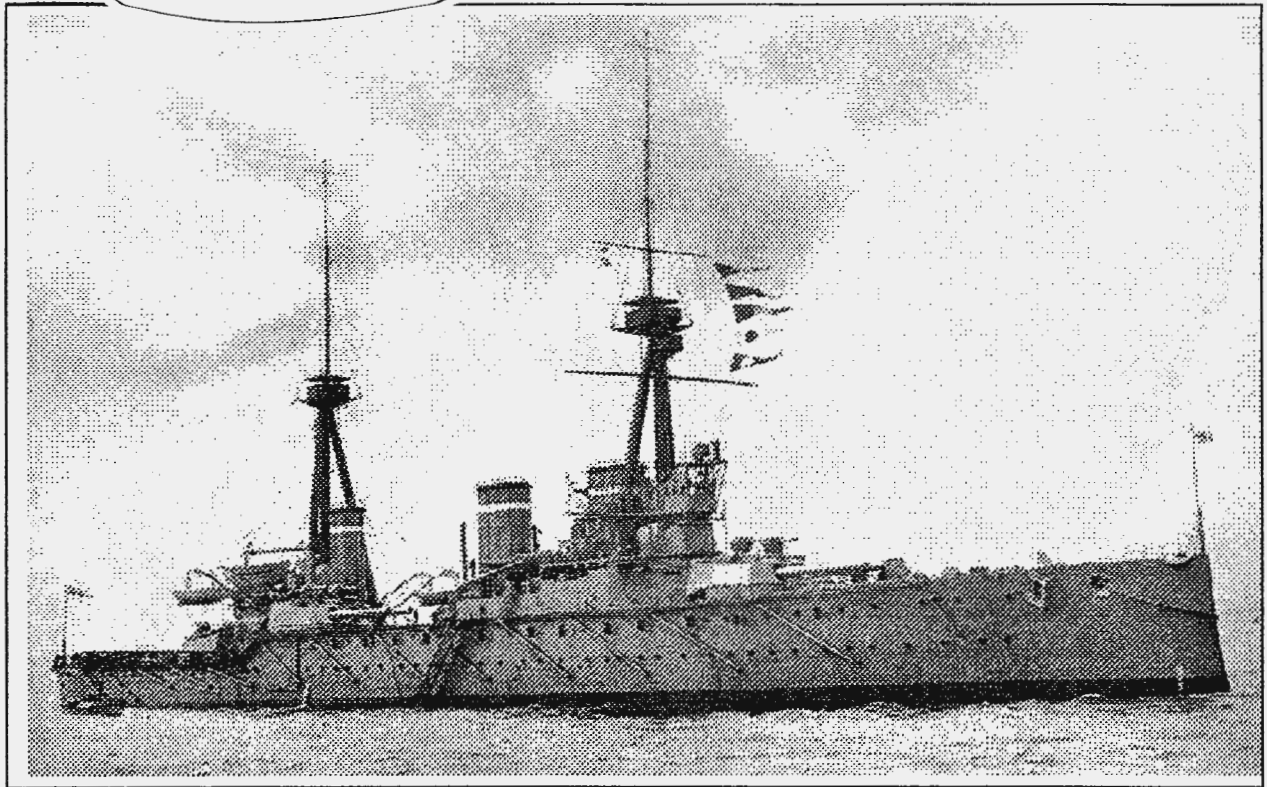
British battlecruiser *H.M.S. Invincible*. Completed in 1907, the *Invincible* was the first battlecruiser; a new type of warship combining the speed of a cruiser with the armament of a battleship. This type of warship was the pinnacle of technology during the First World War. The *Invincible* was sunk at the Battle of Jutland in 1916. ("H.M.S. Invincible"; 2009)

Use 10-point and single
space for captions
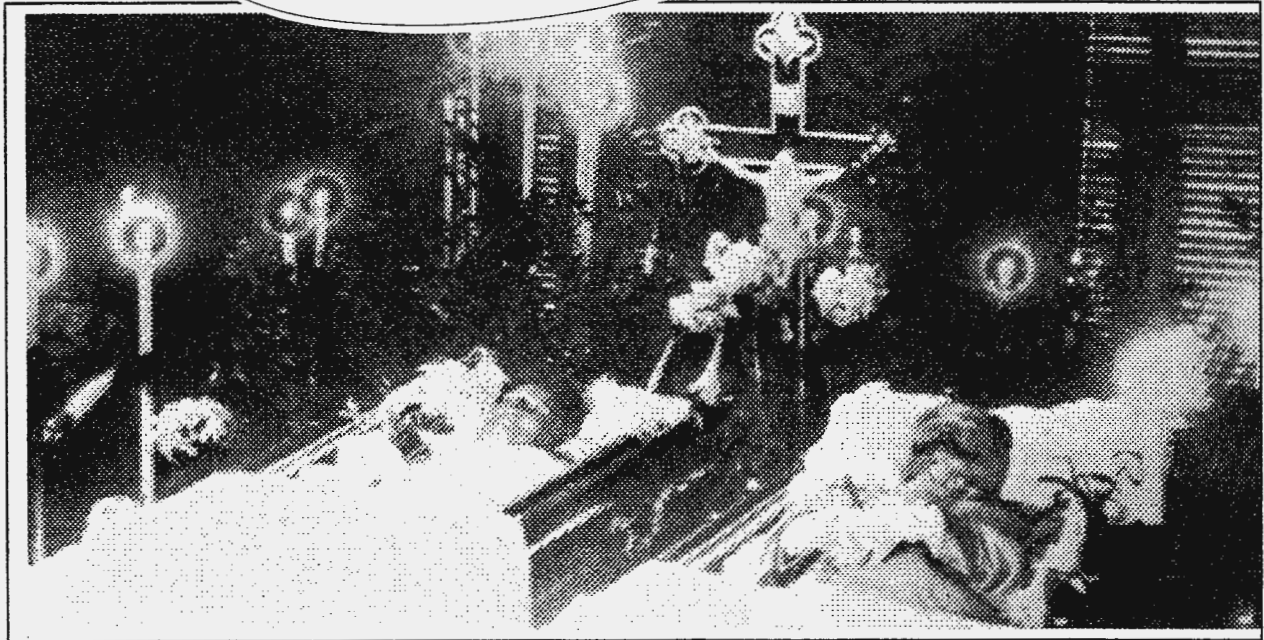
Archduke Franz Ferdinand and his wife Sophie lie in state after their assassination in June 1914. The killing of the heir to the throne of the Austro-Hungarian Empire sparked the First World War. (Butterfield, Arthur; 2005)

Works Referenced

"Battle of Jutland." *Great Battles of History*. Dec. 2001. Web. <history.com>.

Boyer, Paul S. *The Oxford Companion to United States History*. 2001. Print. <Personal
    Collection of Justus Grate>.

Butterfield, Arthur. "Archduke Franz Ferdinand." *People of the 20th Century*. 2005.
    <peopletwentiethcentury.com>.

Elsberg, John, and Morris J. MacGregor, eds. *American Military History*. 1989. Print. <PG
    Public Library>.

Halpern, Paul G. *A Naval History of World War I*. 1994. E-book i-Pad.

"H.M.S. Invincible." *Battleships-Cruisers.co.uk*. 2009. Web. <battleships-cruisers.co.uk>.

Hough, Geoffrey. "World War One." *World Book Encyclopedia*. 2009. Print. <PGHS
    Library>.

Martin, Jackson, et al. *The First World War: An Analysis of Causes*. 1966. Print. <Personal
    Collection of Franz Ferdinand>.

Massie, Robert K. *Dreadnought: Britain, Germany, and the Coming of the Great War*. 1991.
    E-book Kindle.

Smith, Peter S. "The Battle of Jutland." *Military History Magazine*. Sept./Oct. 1998. Print.
    <Personal Collection of John Fisher>.

World War One. 2014. Web. <worldwaroneweb.net>.

- Keep same font, spacing, margins
- Indent all except the first line of each entry
- Put entries in alphabetical order

Make sure to meet all assignment requirements such as number of entries, source types, location types, etc.

Annotated Works Referenced

"Battle of Jutland." *Great Battles of History*. Dec. 2001. Web. <history.com>.

>This article was a good summary of the battle, and had sections on the buildup to, and the outcome of, the battle. I used this as my main information source, and included the time-line and several pictures from the site in my visuals.

Halpern, Paul G. *A Naval History of World War I*. 1994. E-book i-Pad.

>This book was available for purchase and my father wanted to read it too, so he bought it for me. It is a fully detailed book of the entire naval aspect of the First World War. I carefully read the chapter on the Battle of Jutland and got additional details about the destruction of the *Invincible*.

Martin, Jackson, et al. *The First World War: An Analysis of Causes*. 1966. Print. <Personal Collection of Franz Ferdinand>.

>Franz Ferdinand was kind enough to lend me this book which covers in great detail the causes of WWI. This information became my main source for that section of my paper.

World War One. 2014. Web. <worldwaroneweb.net>.

>This book-length website was very broad and general, with only a basic level of information. However, it contains a 'links' section to over 100 other sites dealing with WWI. From this I found "Battle of Jutland" site listed above. This site gave me a good overview and basic background information for my paper.

ANNOTATIONS

The annotation begins on a new line, and is indented just as any line except the first line of an entry. As a rule of thumb, annotations should be two sentences long. The first should describe the source, and the second should give information as to how it was used. Sometimes a description is not needed because the title of the work makes it obvious, and sometimes extra information can help the reader of your paper determine more fully how you used it. You may use first person in annotations, and you may put in your own judgments on the quality and value of the work as they related to your research.

Quotes of four lines or longer need to be set up using a different format than those which are shorter. This is called a block quote. Blah, blah, blah, and more stuff about your topic, then a long quote to support what you are saying. The significance of blah is pointed out by historian Jackson Martin as follows:

> "The assassination of Franz Ferdinand set off a chain of events which led directly to the outbreak of the First World War and thus to all the consequences which followed. The fall of the remaining monarchies of the Ancien Regime, the Bolshevik Revolution, the breakup of European world empires, the rise of fascism, and the Second World War, can all trace their cause to include the death of that one noble on that one fateful day in June of 1914" (Martin, Jackson, et al; 1966).

Blah, blah, blah and a bunch of other stuff, followed by more stuff. Usually block quotes are entire passages from a source, and can often be preceded by a short introduction as shown above. Use block quotes carefully! Too many can make it appear that you are not really writing the paper, and that you are just borrowing cool passages to lengthen your paper.

The reason many teachers do not allow block quotes is the tendency to overdo their use. A good rule of thumb for all quotations is about one per page for a college level paper, the majority of which should be short (one to three lines) and maybe a block quote every once in a while. Your teacher will explain further on the proper use of both short 'in-text' quotations and block quotes. If you are still reading this you can stop now...

BLOCK QUOTES
Quotes of four lines or more should be put in the block format. The entire quote is indented, and put in single space. The parenthetical reference citation is put at the end in the standard fashion.