

**CENTENNIAL
COMMUNICATIONS
GUIDE**

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**G.T. HINDLEY RESOURCE CENTRE
CENTENNIAL COLLEGIATE VOCATIONAL INSTITUTE**

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INTRODUCTION

The Centennial Communications Guide is a practical handbook designed to assist you with the organization of your research paper and the proper documentation of the sources you have used.

Research provides you with the opportunity to investigate topics of interest, retrieve information from a variety of sources, compile, organize, and analyse this information, and present your findings to your teacher and your fellow students. Although these tasks may seem daunting at first, you will find that with practise, you become increasingly skilled at the process. As you master these skills, you will be able to concentrate more on your creative thinking and the development and expression of your own ideas.

This handbook is dedicated to the Spartans of the past and present, and to those who are yet to come. Bring determination, interest and enthusiasm to your work and you will join the ranks of the many successful students who enjoyed their years at Centennial C.V.I.

1. THE RESEARCH PAPER

1.1 GETTING STARTED

Before you begin, be sure that you clearly understand the requirements of the project. Ask yourself the following questions.

- What is my topic? Is it clearly specified? Can I narrow it down?
- How extensive must my essay be in length, as well as in depth and detail?
- Are there any required sources? recommended or suggested sources?
- Is the end report going to be an essay? a pamphlet? a poster?
- Will I be presenting a written report? an oral presentation to a small group?
an oral presentation to the whole class?
- Will I need hand-outs for the class? overhead transparencies? video or audio clips?
- Will I be working alone or in a group?
- Have I checked the evaluation rubric or marking scheme?
- Do I know the due dates for the various stages of the project?

1.2 CHOOSING A TOPIC

In choosing a topic for your essay or project, consider the following questions.

- Do I find this topic interesting?
- Do I already know something about this topic? (This might ensure that I will find the work interesting.)
- Will I be learning something totally new to me? (This is an adventure!)
- Is there likely to be information readily available on this topic?
- Has my teacher approved my choice?

Before you begin gathering information, brainstorm around the topic you have chosen. Decide what you already know about the topic and what you want to find out.

1.3 GATHERING INFORMATION

In doing the research for your report, you may consult any number of sources including:

almanacs	indexes in encyclopedia	pamphlets
anthologies	IPAC (CCVI Catalogue)	personal interviews
atlases	journal articles	specialized encyclopedia
dictionaries	magazine articles	surveys
general encyclopedia	newspaper articles	videos, films, audio recordings, etc.
indexes in books	online databases	World Wide Web

1.4 PARTS OF THE ESSAY

The essay must include a thesis, opening paragraph, main body of the essay, and concluding paragraph. A research essay also requires documentation within the text and a bibliography at the end.

The Thesis

After you have considered your topic carefully and decided what you want to say about it, then try to express this in one sentence. This sentence is your thesis; a sentence that states exactly what you are trying to prove in your essay. Designing a thesis statement takes practise. Be sure to consult with your subject teacher if you are having difficulty.

THE INTRODUCTORY PARAGRAPH

Introduce your subject and state clearly what you intend to prove. **DO NOT** say, "In this essay, I am trying to prove..." Begin with a general statement. End with your **thesis**.

THE BODY OF THE ESSAY

Organize your arguments clearly and logically and provide enough connectives that your reader can follow the development of your thoughts. Remember that each paragraph (like the essay itself) has a beginning, a middle and an end.

THE CONCLUDING PARAGRAPH

Do not simply restate the points already proven. Begin the conclusion with your thesis and gradually widen your thought to a final broad statement. The concluding paragraph should strongly present your view of the thesis.

1.5 ESSAY FORMAT

- Arrange your pages in the following order:
 - The title page
 - Table of Contents (if applicable)
 - Table of Illustrations (if applicable)
 - The first page of the essay
 - The remaining pages of the essay
 - The Notes page (if applicable)
 - The page of references
- Essays should be typed, double spaced on one side of the paper (8 ½ x 11 inches).
- The first line of each paragraph should be indented five spaces.
- Margins should be 1 inch at the top and bottom and on both sides of the text.
- Number all pages with arabic numerals ½ inch from the top of the page in the upper right-hand corner.
- The title page (see samples, pages 25 and 26) should include the title of the essay, your name, your teacher's name, the course for which the essay has been written and the due date.

2. DOCUMENTING SOURCES

2.1 Plagiarism

Plagiarism is the act of taking, using and passing off the thoughts, writings, inventions etc. of another person as one's own. (Canadian Oxford Dictionary) Using the original facts or ideas from someone else's work is theft, unless you give credit to that person. It is the policy at Centennial CVI that students do not plagiarize and those who do will be subject to academic penalties. These are outlined in the Spartan Planner.

2.2 Academic Honesty

In doing research you will always want to pursue a policy of academic honesty. You will give credit for the facts and ideas of other authors and take pride in the ideas and conclusions that you have arrived at independently through the process of your research.

All research, by its very nature, builds on the work of those who have gone before. Reading the investigations, ideas and conclusions of these earlier researchers is important in establishing the starting point for your own research. As you explore your topic, you will gather together facts, thoughts and ideas from a wide variety of sources. Once you determine the aspect of the topic that interests you and reflect on the ideas you have read, you will begin to form your own ideas and conclusions. And these will be the basis of your thesis and your arguments.

As you write your essay, you will quite often want to include or refer to some of the original information and/or ideas that you learned from your research sources. There are different ways to do this. You may quote a section of your source verbatim (word for word). You may paraphrase a section of the work (rephrase the author's idea in your own words). In either case, you must document your source. An **in-text parenthetical citation** in the body of the essay provides an abbreviated reference to your source, and the full bibliographic information is included in the **page of references** at the end of your essay. Thus, by fully documenting your sources, you will avoid plagiarizing the work of others.

2.3 Documentation formats:

Two of the most commonly used formats for citations and bibliographies (lists of references) are:

- **MLA** (Modern Language Association) Style, used for the **Humanities**: History, Languages, Literature and the Arts
- **APA** (American Psychological Association) Style, used for **Sciences and Social Sciences**: Business, Design and Technology, Math, Phys. Ed., Sciences, Social Sciences (i.e. Family Studies, Geography)

Be consistent.

If you have used **MLA** Style for the in-text citations in your essay, then use **MLA** Style for your list of references as well.

If you have used **APA** Style for the in-text citations in your essay, then use **APA** Style for your list of references as well.

If you are not sure which style to use, check with your subject teacher.

2.4 Documentation within the text of the essay:

A common method for citing a source in the body of the essay is an in-text, parenthetical citation. This citation gives just enough information to identify the source without interrupting the flow of the essay and allows the reader to easily find the complete bibliographic information on your page of References or Works Cited.

Endnotes are another method of citing sources, although this format is used less commonly now and applies primarily to essays following MLA style documentation.

2.5 Documentation at the end of the essay:

At the end of your essay you will need a page of references that lists alphabetically all the sources you used in preparing your paper (books, magazine/journal articles, videos, Internet, etc.) This page of references may be titled Works Cited, Works Consulted, Bibliography or References, depending on which format you are following.

3. MLA STYLE DOCUMENTATION - HUMANITIES

3.1 IN-TEXT PARENTHETICAL CITATIONS - MLA

3.1.1 General instructions:

- If you are quoting directly from your source, be sure to copy the sentence(s) verbatim (word for word).
- Indicate words that you have omitted by enclosing three dots in square brackets [...]
- Use citations for ideas you have borrowed even if you have paraphrased them rather than quoting them word for word.
- The citation (author's last name and page #) appears in parentheses (i.e. brackets) following the quotation or paraphrase.

For example: You are writing an essay on the philosophy of bee keeping and have quoted from two of your sources. One source has an author; in the other, the author is unknown. The in-text parenthetical citations in the body of your essay would appear as follows.

3.1.2 Citing works by one author:

(Sweet 76) - 'Sweet' is the author's name and '76' is the page on which the information is found. No punctuation is used inside the parentheses.

3.1.3 Citing works with unknown author:

(Treatise 25) - 'Treatise' is the short form of the title and '25' is the page #.

In the list of Works Cited at the end of your essay, these books would appear (in alphabetical order) as:

Sweet, I.M. Raising Bees for Fun and Profit. Toronto: Clover & Sons, 2001.

A Treatise on the Keeping of Bees. London: Empire Publishers, 1928.

3.1.4 Citing two or more works by the same author:

Use a shortened version of the title to indicate which book is the source.

(Atwood, Surfacing 28) or (Atwood, Handmaid 46)

3.1.5 Citing indirect sources:

When the primary source is not available, you must show both the original author of the information and the source in which you found it. Use the short form, qtd. in, (meaning quoted in) in the parenthetical citation. This paraphrase from Mel Hurtig's book, Pay the Rent or Feed the Kids, is an example.

Murray's study indicates that any brain drain from Canada to the U.S. is offset by the brain gain to Canada from other parts of the world (qtd. in Hurtig 198)

3.1.6 Citing electronic sources:

Follow the same format used in the examples already shown. If there is no author, use a brief form of the title that gives enough information so that the reader can locate the full bibliographic record on the Works Cited or Works Consulted page at the end of the essay. If page numbers are not visible, they are omitted from the citation.

3.1.7 Citing quotations:

Short quotations

Incorporate the quotation into the body of your essay and enclose the words in quotation marks. A comma usually precedes the quotation. Note: The final punctuation mark appears after the parentheses.

The stress on morale resulting from adverse sea and weather conditions is evident from Mrs. Chippy's observation, "Found everyone gathered at the rails, grumbling and growling about the ice" (Alexander 5).

If you include the author's name in your sentence, then you include only the page number in the parentheses at the end of the quotation.

In demonstrating the increasing need for volunteer food programs for hungry children, Hurtig asserts that, "in Edmonton [...] children miss on average six meals per month. In Toronto, about thirty thousand children use breakfast, lunch and snack programs" (77).

Long quotations (more than four lines)

Begin with a new line. Indent the quotation 10 spaces from the left margin and double space. The final period is placed after the parentheses.

In assessing the validity of the concept of natural stages in human development one should keep in mind the differences between children and adults.

Children do go through predictable stages in their cognitive, linguistic and social development. But the terrain of adulthood can vary tremendously, depending on a person's genes, culture, generation, and individual experiences. Reaching a certain age has few if any inevitable consequences; increasingly, in adulthood, age is what we make of it (Wade and Tavris 107).

Poetry

Quoting three or fewer lines

The lines are enclosed in quotations and preceded by a comma. Line endings are indicated by slashes, and the title of the poem and the numbers of the lines quoted are in parentheses.

In Matthew Arnold's poem, he describes the view from his window, "The sea is calm tonight/ The tide is full, the moon lies fair/ Upon the straits," ("Dover Beach" 1-3a)

Quoting more than three lines:

The lines of poetry are not enclosed in quotation marks. Instead, indent the lines 10 spaces from the left margin. At the end of the quotation, give the stanza or division number (if there is one) followed by the number of the lines.

In "The Road Less Traveled," Robert Frost muses on the consequences of choices made long ago:

I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I-
I took the one less traveled by,
And that has made all the difference. (5.1-5)

Drama:

Do not use quotation marks. Indent the lines 10 spaces from the left margin. Give the act, scene and line numbers at the end of the quotation.

Lear, angry at Goneril's treatment of him, complains bitterly to Regan:

She hath abated me of half my train
 Looked black upon me, struck me with her tongue
 Most serpent-like upon the very heart.
 All the stored vengeance of heaven fall
 On her ingrateful top! (2.4.154-158a)

3.2 PUNCTUATION AND UNDERLINING

Underline the title of a book that you refer to in your essay.

The title is Robinson Crusoe; the character is Robinson Crusoe (no underlining).

Use quotation marks to enclose the title of a short story, poem, or essay that has not been published on its own.

Oscar T. Frank wrote the short story, "Hot Dog Heaven."

Underline the title of a book length poem that has been published on its own.

Longfellow's Hiawatha is a good example of a book length poem.

3.3 ENDNOTES MLA**3.3.1 General instructions:**

Endnotes are sometimes used by writers of papers in the Humanities as an alternative to in-text citations. The quotation being cited is followed in the text of the essay by a number (in superscript). The numbering should run consecutively through the paper. The citations are then listed in numerical order on the page following the last page of the essay. This page is given the title, Notes.

In the example below, the quotation is the first one to occur in the essay, thus it is given the number ¹ in superscript.

The stress on morale resulting from adverse sea and weather conditions is evident from Mrs. Chippy's observation, "Found everyone gathered at the rails, grumbling and growling about the ice."¹

In the endnotes at the end of the essay, the corresponding citation is introduced by the same number ¹ again in superscript. The notes are double spaced. The first line is indented five spaces and subsequent lines are flush with the left margin.

Notes
¹ Caroline Alexander, <u>Mrs. Chippy's Last Expedition: the Remarkable Journal of Shackleton's Polar-bound Cat</u> (New York: Harper, 1997) 5
¹ Author's name (in normal order), <u>Title</u> (Place published: Publisher, date of publication) page #.

If you quote from the same source a second or third time in your essay, you do not need to write out all the information again. Just include enough information in your note to identify the source.

⁴ Author's surname page #	⁴ Alexander 35
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If you cite two or more works from the same author, after the first note for each source, you need only include enough information to make clear which source you are citing.

⁶ Alexander, <u>Mrs. Chippy</u> 42
⁷ Alexander, <u>Endurance</u> 6-7

For the most part, **endnotes** (called Notes) and **bibliographic entries** (called Works Cited) provide the same information, but are written in a slightly different form. Both give the author's name, the title of the book/article/etc., the publisher's name, and the place and date of publication.

Form for endnote (Notes)
¹² Anne Lamott, <u>Traveling Mercies: Some Thoughts on Faith</u> (New York: Pantheon, 1999) 43.
Form for bibliographic entry (Works Cited)
Lamott, Anne. <u>Traveling Mercies: some Thoughts on Faith</u> . New York: Pantheon, 1999.

3.3.2 Models for endnotes:

<i>Book, One Author</i>	¹ James Finn Garner, <u>Politically Correct Bedtime Stories</u> (New York: Macmillan, 1994) 12.
<i>Editor or Compiler</i>	² Craig McKie and Keith Thompson, eds., <u>Canadian Social Trends</u> (Toronto: Thompson Educational, 1990) 87.
<i>Work in Anthology With Author</i>	³ Edgar Allan Poe, "The Devil in the Belfry," <u>13 Ghostly Yarns</u> ed. Elizabeth Hough Sechrist (Philadelphia: Macrae Smith, 1963) 98.
<i>Encyclopedia Article</i>	⁴ Alexander J. Groth, "Democracy," <u>The World Book Encyclopedia</u> , 1999 ed.
<i>Newspaper Article</i>	⁵ Pete Nowak, "A Grasshopper's Journey," <u>Globe and Mail</u> 24 Mar. 2001: T1.
<i>Review</i>	⁶ Jason Anderson, "Outback Outlaw," rev. of <u>True History of the Kelly Gang</u> , by Peter Carey, <u>Globe and Mail</u> 27 Jan. 2001: D2.
<i>Editorial</i>	⁷ "Public Health Care Cheaper than Private," editorial, <u>Toronto Star</u> 15 May 2001: A22.
<i>Magazine Article</i>	⁸ Bay Fang, "China's Christian Underground," <u>US News & World Report</u> 30 Apr. 2001: 34.
<i>Journal with Annual Pagination</i>	⁹ Larry Diamond, "The Global State of Democracy," <u>Current History</u> 99 (2000): 114
<i>Journal with Volume and Issue</i>	¹⁰ Candace Savage, "Caribou Shuffle," <u>Canadian Geographic</u> 121.3 (2002): 30.
<i>Cd-rom</i>	¹¹ J.L. Granatstein, "Peacekeeping," <u>The Canadian and World Encyclopedia</u> , CD-ROM (Toronto: McClelland, 1998).
<i>Video Recording</i>	¹² <u>Beowulf</u> , prod. #4C/Christmas Films, Schlessinger Media, 1998.
<i>Sound Recording Cd</i>	¹³ Samuel Harrington, cond., <u>Easy Listening</u> , Redmond Youth Orchestra, Manhattan Music, 1989.
<i>Online Subscription Database</i>	¹⁴ Joanna Powell, "A Boy, a Dolphin, and a Miracle," <u>Good Housekeeping</u> , Apr. 2000, EBSCO Canadian Reference, Centennial C.V.I. Lib., Guelph, ON, 2 May 2000 < http://search.epnet.com >
<i>Web Page on the Internet</i>	¹⁵ Maggie Secarra, "Honor and dueling," <u>Life in Elizabethan England: a Compendium of Common Knowledge</u> , Spring 1990, 1 May 2002 < http://renaissance.dm.net/compendium/26.html >

3.4 WORKS CITED AND WORKS CONSULTED - MLA

3.4.1 General instructions:

- **LIST.** A list of the sources you have used goes on a separate page and should be attached to the end of your essay.
- **HEADINGS.** The heading for the list of sources should be centred on the page. Do not underline. Do not bold. Use the following headings.
 - The page, Works Cited, lists all the sources you quoted from or made specific reference to in your essay.
 - The page, Works Consulted, lists all the sources you used in preparing your essay, not just the ones you quoted in the body of the work.
- **DOUBLE SPACE.** The entries in your list must be double spaced. The first line of each entry should be flush with the margin and any subsequent line(s) indented 5 spaces.
- **NAMES.** The author's name should be written exactly as it appears on the title page. Reverse the name, putting a comma between surname (last name) and first name, and a period after the first name. If there are two authors, the second name is written in the usual order. (Eg. Smith, Joseph, and Henry L. Jones.)
- **ALPHABETIZE.** Entries are arranged alphabetically by the authors' surnames. If the author is unknown, the entry is alphabetized by the first word of the title (ignoring the articles **a**, **an** and **the**).
- **TITLES.** State the full title, including any subtitle and capitalize all important words. The subtitle is separated from the title by a colon. Underline the titles of books and journals. The title of an article within a larger work is enclosed in quotation marks.
- **PUNCTUATION.** Correct punctuation is important. Follow the examples given on the following pages.
- **HELP.** If you cannot find an example for a source you have used, consult one of the style guides available in the CCVI library, try the following web site or ask your librarian for assistance.

http://owl.english.purdue.edu/handouts/research/r_mla.html

- **NOODLETOOLS** This is an interactive web site that will help you format your bibliography in either MLA or APA style. The address for this web site is www.noodletools.com The ID name and password are available from your librarian. She will also be glad to give you instruction on how to use this database.

3.4.2 MLA Models:

The following examples illustrate the correct bibliographic format for the most common types of sources you will use for your work.

BOOK FORMAT	Author's name. <u>Title of the Book</u>. Place of publication: Name of publisher, date of publication.
One Author	Garner, James Finn. <u>Politically Correct Bedtime Stories</u> . New York: Macmillan, 1994.
Two or More Authors	Wade, Carole, and Carol Tavris. <u>Invitation to Psychology</u> . New York: Longman, 1999.

Editor or Compiler	McKie, Craig and Keith Thompson, eds. <u>Canadian Social Trends</u> . Toronto: Thompson Educational Publishers, 1990.
Two or More Books, Same Author	Potok, Chaim. <u>The Chosen</u> . New York: Simon, 1967. - - -. <u>My Name is Asher Lev</u> . New York: Knopf, 1972. (NOTE: The books are listed alphabetically by title. In the second entry, the author's name is replaced with three dashes and a period.)
Translation	Dostoyevsky, Fyodor. <u>The Idiot</u> . Trans. David Magarshack. London: Penguin, 1955.

ANTHOLOGY FORMAT	Author's name. "Title of Chapter in Anthology." <u>Title of Anthology</u>. Editor's name. Place of publication: Name of publisher, date published. Pages used.
Work in Anthology With Author	Poe, Edgar Allan. "The Devil in the Belfry." <u>13 Ghostly Yarns</u> . Ed. Elizabeth Hough Sechrist. Philadelphia: Macrae Smith, 1963. 95-108.
Work in Anthology, No Author	"Urashima the Fisherman." <u>Favorite Folktales from Around the World</u> . Ed. Jane Yolen. New York: Pantheon, 1986. 107-110.
Multi volume work using one volume	Neilson, Keith. "Brave New World." <u>Masterplots</u> . Rev. ed. Ed. Frank N. Magill. Vol. 2. Englewood Cliffs, NJ: Salem, 1976. (Note: Rev. ed. = Revised edition)

ARTICLE IN ENCYCLOPEDIA	Author of article (if known). " Title of Article. " Name of Encyclopedia. Edition date. (NOTE: Give full publication information for specialized reference books.)
<i>Article with Author</i>	Groth, Alexander J. "Democracy." <u>The World Book Encyclopedia</u> . 1999 ed.
<i>Article, No Author</i>	"Vaccination." <u>La Nouvelle Encyclopédia</u> . 1989 ed.
<i>Article in less Familiar Encyclopedia</i>	"Avant-Garde." <u>The International Encyclopedia of Film</u> . Ed. Roger Manvell. New York: Crown, 1972.

ARTICLE IN NEWSPAPER	Author of article (if known). " Title of Article. " Name of Newspaper Date of publication: section and page number.
<i>Article with Author</i>	Nowak, Pete. "A Grasshopper's Journey." <u>Globe and Mail</u> 24 Mar. 2001: T1+.
<i>Article, No Author</i>	"EU Plans to Establish Ties with North Korea." <u>Globe and Mail</u> 15 May 2001: A11.
<i>Review</i>	Anderson, Jason. "Outback Outlaw." Rev. of <u>True History of the Kelly Gang</u> , by Peter Carey. <u>Globe and Mail</u> 27 Jan. 2001: D2.

ARTICLE IN MAGAZINE OR JOURNAL	Author (if known). " Title of Article. " Title of Magazine/Journal. Volume. Issue (if given) (Date of publication): Pages used. (NOTE: If volume and issue information are not given, date of publication is <u>not</u> placed in parentheses.)
<i>Article with Author</i>	Fang, Bay. "China's Christian Underground." <u>US News & World Report</u> 30 April, 2001: 32-35.
<i>Journal with Annual Pagination</i>	Diamond, Larry. "The Global State of Democracy." <u>Current History</u> 99 (Dec. 2000): 413- 418.
<i>Journal with Issue Number</i>	Savage, Candace. "Caribou Shuffle." <u>Canadian Geographic</u> 121.3 (May/June 2002): 28-36.

VIDEOTAPE	(Title. Director. Medium. Distributor, date.) <u>Beowulf</u> . Prod. #4C/Christmas Films. Videocassette. Schlessinger Media, 1998.
SOUND RECORDING: CD	(Composer (if known). Title. Artist(s). Medium (if not CD). Manufacturer, date.) <u>Easy Listening</u> . Cond. Samuel Harrington. Redmond Youth Orchestra. Manhattan Music.

CD-ROM ENCYCLOPEDIA	Author (if known). " Title of Article. " Title of Encyclopedia. CD-ROM. Edition, release date, or version. Place of publication: Publisher, copyright date.
<i>Example</i>	Granatstein, J.L. "Peacekeeping." <u>The Canadian and World Encyclopedia.</u> CD-ROM. 1998 ed. Toronto: McClelland, 1998.

ONLINE SUBSCRIPTION DATA BASE	Author. " Title of Article in Document. " Name of Periodical. Publication date of print version. Name of Subscription Service. Name of Institution subscribing to the service (Library, City, Prov.) Access date <URL of subscription database>.
<i>Example</i>	Powell, Joanna. "A Boy, a Dolphin, and a Miracle." <u>Good Housekeeping</u> 232. 4 Apr. 2000: 7pp. EBSCO Canadian Reference. Centennial C.V.I. Lib., Guelph, ON. 1 May 2000 < http://search.epnet.com >

ORIGINAL DATABASE	Author. " Title of Document. " Title of Original Source. Date of print version. Volume #, Issue #, page #s. (Omit mention of any original publication facts not provided in your source.) Date of retrieval <URL> (NOTE: The URL will jump to the next line if necessary to keep from splitting the address.)
<i>Original Database: Newspaper</i>	Sciolino, Elaine. "In Mideast Diplomacy, Few Secrets or Solutions." <u>New York Times on the Web.</u> 16 June 2002. 23 June 2002 < http://www.nytimes.com/2002/06/16/weekinreview/16SCIO.html >
<i>Original Database: Online Journal</i>	Horowitz, David. "Closed Doors, Closed Minds." <u>Salon.com.</u> 20 June 2002. 23 June 2002 < http://www.salon.com/news/col/horo/2002.06.20/diversity/index_np.html >

WEB PAGE ON THE INTERNET	Author (if known). " Title of Section in Document. " Title of Website. Date of Electronic Publication. Access date <URL>
<i>Example</i>	Secarra, Maggie. "Honor and Dueling." <u>Life in Elizabethan England: a Compendium of Common Knowledge.</u> Spring 1998. 1 May 2001

	<http://renaissance.dm.net/compendium/26.html>
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4. APA STYLE DOCUMENTATION - SCIENCES AND SOCIAL SCIENCES

4.1 IN-TEXT PARENTHETICAL CITATIONS - APA

4.1.1 General instructions:

- If you are quoting directly from your source, be sure to copy the sentence(s) verbatim (word for word).
- Indicate words that you have omitted by enclosing three dots in square brackets [...]
- Use citations for ideas you have borrowed even if you have paraphrased them rather than quoting them word for word.
- The citation (author's last name and page #) appears in parentheses (i.e. brackets) following the quotation or paraphrase.

For example: You are writing an essay on the philosophy of bee keeping and have quoted from two of your sources. One source has an author; in the other, the author is unknown. The in-text parenthetical citations in the body of your essay would appear as follows.

4.1.2 Citing works by one author:

(Sweet, 2001, p. 12) - 'Sweet' is the author's name, '2001' is the date of publication, and 'p. 12' is the page on which the information is found.

4.1.3 Citing works with unknown author:

(Happy, 1998, p. 38) - 'Happy' is the short form of the title, '1998' is the year of publication, and 'p. 38' is the page #.

In the page of References at the end of your essay, these books would appear (in alphabetical order) as:

Happy bees make better honey. (1998). Meaford, ON: Apiary Publications.

Sweet, I.M. (2001). Raising bees for fun and profit. Toronto: Clover & Sons.

4.1.4 Citing indirect sources:

When the primary source is not available, you must show both the original author of the information and the source in which you found it. Use the words, as cited in, within the parenthetical citation. This paraphrase from Mel Hurtig's book, Pay the Rent or Feed the Kids, is an example.

Murray's study (as cited in Hurtig, 1999) indicates that any brain drain from Canada to

the U.S. is offset by the brain gain to Canada from other parts of the world (p. 198).

4.1.5 Citing electronic sources:

Follow the same format used in the examples already shown. If there is no author, use a brief form of the title that gives enough information so that the reader can locate the full bibliographic record in the page of References at the end of the essay. If page numbers are not available, they are omitted from the citation.

4.1.6 Citing quotations:

Short quotations (under 40 words)

Incorporate the quotation into the body of your essay and enclose the words in quotation marks. A comma usually precedes the quotation. Note: The final punctuation mark appears after the parentheses.

The stress on morale resulting from adverse sea and weather conditions is evident from Mrs. Chippy's observation, "Found everyone gathered at the rails, grumbling and growling about the ice" (Alexander, 1997, p. 5).

If you include the author's name in your sentence, then you include only the page number in the parentheses at the end of the quotation. Remember, one way or another, you must include all three elements (the author's name, date of publication and the page #) in your citation.

In demonstrating the increasing need for volunteer food programs for hungry children, Hurtig (1999) asserts that, "in Edmonton [...] children miss on average six meals per month. In Toronto, about thirty thousand children use breakfast, lunch and snack programs' (p. 77).

Long quotations (more than forty words):

Begin with a new line. Indent the quotation 5 spaces from the left margin and double space.

In assessing the validity of the concept of natural stages in human development one should keep in mind the differences between children and adults.

Children do go through predictable stages in their cognitive, linguistic and social development. But the terrain of adulthood can vary tremendously, depending on a person's genes, culture, generation, and individual experiences. Reaching a certain age has few if any inevitable consequences; increasingly, in adulthood, age is what we make of it (Wade and Tavris, 1999, p. 107).

4.2 REFERENCES - APA

4.2.1 General instructions:

- **LIST.** A list of the sources you have used goes on a separate page and should be attached to the end of your essay.
- **HEADINGS.** The heading, References, should be centred on the page. Do not underline. Do not bold. On this page, you will include all the sources that you have used in your essay.
- **DOUBLE SPACE.** The entries in your list must be double spaced. The first line of each entry should be flush with the margin and any subsequent line(s) indented 5 spaces.
- **NAMES.** Give the surname and initials of all the authors of a particular source in the order in which they appear on the title page. When listing several authors, use an ampersand (&) rather than the word 'and' before the last name. (Eg. Jones, J.R., Elliott, M.N., Ravel, M. & Cluytens, A.) If there are more than six authors, list only the first six, followed by a comma and the words, et al.
- **ALPHABETIZE.** Entries are arranged alphabetically by the authors' surnames. If the author is unknown, the entry is alphabetized by the first word of the title (ignoring the articles **a**, **an** and **the**).
- **TITLES.** State the full title, including any subtitle. The subtitle is separated from the title by a colon. Capitalize only the first word of a title or subtitle, and any proper names that are part of a title. Capitalize magazine or journal titles according to their trademark appearance.
- **PUBLICATION DATE.** In science essays, it is important to use sources that are as current (up to date) as possible. Because it is so important, the publication date, in parentheses, is always the second item in the entry. The date follows the name(s) of the author(s) or, if there is no author, it follows the title.
- **PUNCTUATION.** Correct punctuation is important. Follow the examples given on the following pages.
- **HELP.** If you cannot find an example for a source you have used, consult one of the style guides available in the CCVI library, try one of the following web sites or ask your librarian for assistance.

<http://linguistics.byu.edu/faculty/henrichsen/apa/apa01.html>
http://owl.english.purdue.edu/handouts/research/r_apa.html

- **NOODLETOOLS** This is an interactive web site that will help you format your bibliography in either APA or MLA style. The address for this web site is www.noodletools.com The ID name and password are available from your librarian. She will also be glad to give you instruction on how to use this database.

4.2.2 APA Models

The following examples illustrate the correct bibliographic format for the most common types of sources you will use for your work.

BOOK FORMAT	Author's name. (Date of publication). <u>Title of the book</u>. Place of publication: Name of publisher.
One author	Ridley, M. (1999). <u>Genome: The autobiography of a species in 23 chapters</u> . New York: Harper Collins.
Two or more Authors	Beck, G.B. & Dobson, C. (1999). <u>Watersheds: A practical handbook for healthy water</u> . Willowdale, ON: Firefly.
Editor or Compiler	McKie, C. & Thompson, K. (Eds.). (1990). <u>Canadian social trends</u> . Toronto: Thompson Educational.
No author	<u>Real SATs</u> . (1995). New York: College Entrance Examination Board.
Corporate author	Central Intelligence Agency. (1994). <u>The world factbook 1994-1995</u> . Washington: Brassy's.
Chapter in an edited book	Hart, M. (2000). <u>The role of dispute settlement in managing Canada US trade and investment relations</u> . In M.A. Molot & F.O. Hampson (Eds.), <u>Vanishing borders</u> . (pp. 93-116). Don Mills, ON: Oxford University Press.
GOVERNMENT PUBLICATION	Canada. Industry, Science and Technology. Communications Branch. (n.d.). <u>Adhesives and sealants 1990-1991</u> . Ottawa: Ministry of Industry, Science and Technology. (Note: n.d. = no date)
PAMPHLET	The CURE Foundation. (n.d.). <u>Cure breast cancer</u> [Brochure]. Montreal, PQ.
ARTICLE IN ENCYCLOPEDIA	Author (if known). (Date of publication). Title of article. In <u>Title of encyclopedia</u> (Volume number, pages consulted). Place of publication: Publisher.
Article with author	Usselman, M.C. (1999). Chemistry. In <u>The world book encyclopedia</u> (Vol. 3, pp. 398-407). Chicago: World Book.
Article, no author	Great Australian Bight. (1991). In <u>Encyclopedia Americana</u> (Vol. 13, p. 165). Danbury, CT: Grolier.

Chapter in volume of Encyclopedia	Eibl-Eibesfeldt, I. (1984). Animal behaviour. In H.C.B.Grzimed (Ed.), Grzimek's animal life encyclopedia: Vol. 1, Lower animals (pp.56-79) New York: Van Nostrand Reinhold.
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ARTICLE IN NEWSPAPER	Author of article (if known). (Year, month day). Title of article. <u>Name of Newspaper</u>, section and page number.
Article with author	Jacob, K. (1999, December 4). A wilderness concerto. <u>The Globe and Mail</u> , p. T11.
Article, no author	Some food-and-mouth restrictions lifted. (2000, May 15). <u>The Globe and Mail</u> , p. A11.
Editorial	Public health care cheaper than private. (2001, May 15). [Editorial]. <u>The Toronto Star</u> , p. A22.

ARTICLE IN MAGAZINE OR JOURNAL	Author (if known). (Year, month day). Title of article. <u>Title of Magazine or Journal</u>, <u>Volume (Issue)</u>, pages.
Article with author (Magazine)	Park, A. (2001, May 21). Closing in on cancer. <u>Time (Canadian ed.)</u> 157, 50-52.
Article with author (Journal)	Kline, R.M. (2001, April). Whose blood is it anyway? <u>Scientific American</u> , 284 (4), 42-49.

VIDEO RECORDING	Ripley, H.J. & Mahoney, M. (Producers). (1993). <u>Thinking positive</u> . [Videotape] Montreal, PQ: National Film Board of Canada.
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CD-ROM ENCYCLOPEDIA	Author (if known). (Date of publication). Title of article. In <u>Title of Encyclopedia</u>. Place of publication: Publisher. Retrieved from Name of Database, (CD-ROM, release date)
ENCYCLOPEDIA ARTICLE	Five pillars of Islam. (1999). In <u>Microsoft Encarta</u> . Redmond: Microsoft. Retrieved from Encarta (CD-ROM, 1999 release)

ONLINE SUBSCRIPTION DATA BASE (AGGREGATED DATABASE)	Author. (Date of print publication: year, month day). Title of article. <u>Title of Periodical, volume # (issue #), page #s for print version.</u> Retrieval date (month day, year), from Subscription Provider on the Internet.
<i>Example</i>	Brown, K. (2000, November/December). Biotech speeds its evolution. <u>Technology Review</u> , 103 (6), 84-90. Retrieved May 7, 2001, from EBSCO Canadian Reference database.
ORIGINAL DATABASE	Author. (Date of print publication: year, month day). Title of article. <u>Title of Periodical, volume # (issue #), page #s.</u> Retrieval date (month day, year), from URL (of original publishing company)
<i>Original database: magazine</i>	Stein, J. (2000, November 4). The politics of pot. <u>Time</u> . Retrieved October 31, 2002, from http://www.time.com/time/magazine/current
<i>Original database: journal (identical to paper version)</i>	VandenBos, G., Knapp, S., & Doe, J. (2002). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <u>Journal of Bibliographic Research</u> , 5, 117-123.
WEB PAGE ON THE INTERNET	Author. (Date of online posting year, month day or n.d.). Title of section in web page. <u>Title of main or home page.</u> Retrieval date (month day, year), from URL
<i>Web page</i>	Nemiroff, R. & Bonnell, J. (n.d.). <u>Astronomy picture of the day</u> . Retrieved May 16, 2001, from http://antwrp.gsfc.nasa.gov/apod/astropix.html
<i>Section of web page, (no author)</i>	Soap chemistry. (1999, June 15). <u>The Soap and Detergent Association</u> . Retrieved May 6, 2001, from http://www.sdahq.org/cleaning/chemistry/

5. TITLE PAGES

5.1 Sample title page

*Suggested
spacing*

6.9 cm. or 2 3/4"

VIOLENCE IN THE MEDIA

13.1 cm. or 5 1/4"

by

13.8 cm. or 5 1/2 "

Norma Jones

20.6 cm. or 8 1/4"

Centennial C.V.I.

21.3 cm. or 8 1/2"

Mr. Instructor

21.9 cm. or 8 3/4"

ENG 1D1

2002 04 28

5.2 ALTERNATE FORMAT FOR MLA STYLE ESSAY

An essay does not necessarily need a title page. Instead, the following format may be used.

- **HEADING.** On the top left corner of the first page, type your name, your teacher's name, the course code and the date. This should be double spaced.
- **TITLE.** Type the title of your essay, centring it on the page. (This is double spaced from the heading. Do not underline your title or follow it with a period. (An exception to the rule: If your title incorporates the title of a book, then proper rules for underlining should be followed.)

Violence in the Media in the Twenty-first Century

Murder in Macbeth

Sample: Page one of essay, showing heading, title and numbering.

	<i>1/2"</i>
	Jones 1
<i>1"</i>	
Norma Jones	
<i>1"</i> Mr. Instructor	
ENG 1D1	
28 April 2002	
Violence in the Media in the Twenty-first Century	

- **NUMBERING.** On the top right corner of each page, type your last name and the page number.

Sample: Second page of essay, showing numbering.

	<i>1/2 "</i>
	Jones 2

6. SAMPLE BIBLIOGRAPHIES

6.1 MLA Style - for Humanities

Works Consulted

Gibaldi, Joseph, L. MLA Handbook for Writers of Research Papers. 5th ed. New York:
Modern Languages Association of America, 1999.

McLean, Ross E. and Wm. G. McKinnie, eds. Centennial Communications Guide. Rev. ed.
Guelph: Centennial Collegiate and Vocational Institute, 1997.

On Your Own 2000. [London, ON]: Thames Valley District School Board, 2000.

Ontario School Library Association. Information Studies, Kindergarten to Grade 12.
[Toronto]: Ontario Library Association, 1999.

Publication Manual of the American Psychological Association. 5th ed. Washington, DC:
American Psychological Association, 2000.

6.2 APA Style – for Science and Social Sciences

References

Gibaldi, J.L. (1999). MLA handbook for writers of research papers (5th ed.). New York: Modern Languages Association of America.

McLean, R.E. & McKinnie, W.G. (Eds.). (1997). Centennial communications guide (Rev. ed.). Guelph: Centennial Collegiate and Vocational Institute.

On your own 2000. (2000). [London, ON]: Thames Valley District School Board.

Ontario School Library Association. (1999). Information studies, kindergarten to grade 12. [Toronto]: Ontario Library Association.

Publication manual of the American Psychological Association. (5th ed.). (2001). Washington, DC: American Psychological Association.