

UM-H Style Sheet

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Introduction

Purpose of Style Sheet

The General Education Department has developed this Style Sheet to provide a clear definition of plagiarism (and how to avoid it) and a brief guide to the complexities of documentation. The Style Sheet is by no means comprehensive; rather, it should supplement instructor guidelines and individual style manuals. A bibliography at the end of this document provides the source listings used to compile this document plus others that you can use to help with proper documentation.

Plagiarism Defined

Plagiarism occurs when the words or ideas of another person are presented as one's own effort. In short, plagiarism is intellectual theft. Such a serious violation of academic integrity is not tolerated at UM-H or at any other college, and instances of plagiarism may result in expulsion from UM-H (see the *UM-H Student Handbook*, "Academic Integrity" for more details). While many examples of plagiarism are inadvertent, the seriousness of the issue demands that everyone learns how to cite sources correctly.

That Which Must Be Attributed and Documented

Any work of research is a contribution to the academic community; as such, a writer should document his or her sources not only to give credit to the original writer, but also to let the reader know where to find the information. When a writer uses a source, he or she must correctly cite all quotations or borrowed ideas.

Examples of Plagiarism and Correct Citations (MLA style).

Here is the Original Material:

The primary impediment to good writing is sloppy thinking. You can memorize all the rules of grammar, win every spelling bee you ever entered, and be willing to spend countless hours on every essay, but if you do not take the trouble to think clearly and carefully about what you are saying in the essay, you will fail to write well.

Beidler, Peter G. *Writing Matters*. New York: Macmillan, 1992: 99.

Unacceptable Use of Source Material.

The following example is unacceptable because the writer borrows from the original without attempting to acknowledge the source:

Sloppy thinking is the primary impediment to good writing. Even if you memorize the rules of grammar, win every spelling bee you take part in, and spend countless hours on every essay, you will fail to write well if you do not take the trouble to think clearly and carefully about what you are saying in the essay.

Correct Use of Quotation

The writer's actual words must always be placed in quotation marks.

Many authors believe that one can only write well if one thinks well. Thus, Beidler argues that "sloppy thinking is the primary impediment to good writing" (99).

Correct Paraphrasing

Paraphrasing is a helpful way to summarize and synthesize a writer's ideas. To paraphrase correctly, a writer must use her or his own language and cite the original source.

In order to write clearly, one must ultimately think clearly. According to Beidler, neither the amount of time spent writing nor knowledge of the mechanics of writing will lead to effective essays—if a writer does not know how to think well (99).

Recommendations for Applications

While students should always check with their instructor for preferred style, the following list provides general guidelines for application (listing specific courses/subject areas where possible):

MLA (Modern Language Association)

MLA is the style favored by the humanities. At UM-H, all English courses require MLA.

APA (American Psychological Association)

APA style is used in the social and behavioral sciences and business. At UM-H, the Nursing Department prefers APA as do some social science and history instructors.

Author/Year

Many biological and earth sciences use Author/Year formats similar to APA (which itself is a form of author/year style). Students in an UM-H science course may use the APA style unless the instructor requires a different documentation style.

Manuscript Format

While the following information on manuscript format provides general guidelines, once again instructors may have individual preferences.

MLA Style

Title and Identification (MLA)

MLA does not require a title page. The student's name, instructor's name, course title, and date should be placed in the upper left corner of the opening page; the title of the paper should be centered.

Margins, Spacing, Indentation (MLA)

Margins should be at least one inch but no more than an inch and a half on all sides. Lines should be double-spaced and the first line of every paragraph should be indented half an inch (5 spaces). Each line of long quotations should be double-spaced and indented one inch (10 spaces).

Pagination (MLA)

All pages should be numbered in the upper right corner; the author's last name should be placed before each number (e.g., "Brown 1").

Visuals (MLA)

All visuals should be clearly labeled (Figure 1, Figure 2, Table 1, and so on) and titled.

APA Style

Title Page (APA)

The title page usually includes the title of the paper, the student's name, instructor's name, title of the course, and the date. In APA style, the title page is included as the first page of the paper, so the title page should contain the first page number in the upper right corner; a short version of the paper's title should precede the page number (e.g., "Lives of Basset Hounds 1").

Margins, Spacing, Indentation (APA)

Margins should be at least one inch but no more than an inch and a half on all sides. Lines should be double-spaced and the first line of every paragraph should be indented half an inch (5 spaces). Each line of long quotations should be double-spaced and indented one inch (10 spaces).

Pagination (APA)

All pages should be numbered in the upper right corner preceded by a short version of the page's title (just as on the title page).

Visuals (APA)

All visuals should be clearly labeled (Figure 1, Figure 2, and so on) and titled.

MLA (Modern Language Association) Style

For more listings refer to the *MLA Handbook* or one of the sources listed in this document's bibliography.

In-text Citation

Diana Hacker says, "MLA in-text citations are made with a combination of signal phrases and parenthetical references. Usually the signal phrase mentions the author's name; the parenthetical reference includes at least a page number" (122). Use signal phrases for blending or integrating quotations into your text so that the quotation fits logically into your writing.

Here is the Original Material:

I do realize that every human being in the world who is not mute, in solitary confinement or a hermit by choice uses words to communicate with other humans, and that as a writer I must use those same tools (words), used so casually or pointedly by everyone else, in order to make an old thing seem new, a stale idea fresh. I am a little intimidated by that knowledge, yet I persist in describing myself as a writer. As a writer, I know I must select studiously the nouns, pronouns, verbs, adverbs, etcetera, and by careful syntactical arrangement make readers laugh, reflect or riot. Knowing the difficulties which face the writer, I still introduce myself to everyone, including my mirror, with these words, "I am a writer."

Angelou, Maya. "Words and More Words." *A Virago Keepsake*. London: Virago, 1993: 2-3. Print.

How *Not* to Quote

Writers look upon words with reverence and awe. "As a writer I must use those same tools (words), used so casually or pointedly by everyone else, in order to make an old thing seem new, a stale idea fresh". (Angelou, 3)

How to *Properly* Blend the Quotation into Your Writing

Option 1: Exploring what it means to be a writer, Maya Angelou declares that she "must use those same tools (words), used so casually or pointedly by everyone else, in order to make an old thing seem new, a stale idea fresh" (3).

Option 2: Maya Angelou explores what it means to be a writer and makes a clear distinction between the way "everyone else" uses words "casually or pointedly" and the writer's task of making "an old thing seem new, a stale idea fresh" (3).

Option 3: One writer explores what it means to be a writer and makes a clear distinction between the way "everyone else" uses words "casually or pointedly" and the writer's task of making "an old thing seem new, a stale idea fresh" (Angelou 3).

Setting Off a Quotation of Five or More Typed Lines

Maya Angelou makes a clear distinction between language as it is used by most people and the task of the writer:

[A]s a writer I must use those same tools (words), used so casually or pointedly by everyone else, in order to make an old thing seem new, a stale idea fresh. I am a little intimidated by that knowledge, yet I persist in describing myself as a writer. As a writer, I know I must select studiously the nouns, pronouns, verbs, adverbs, etcetera, and by careful syntactical arrangement make readers laugh, reflect or riot. (3)

Note: This set off is ten spaces or 1 inch from the left margin. In this case the ending period comes before the page number.

A bracket shows a correction to preserve clarity, or, as in the case above, to create grammatical correctness.

Using an Ellipsis Mark to Indicate That You Have Omitted Text

Angelou acknowledges, “that every human being...who is not mute, in solitary confinement or a hermit by choice uses words to communicate with other human” (3).

Do not allow omissions of original text to alter the sense of the original. Making someone else’s words say something different than that person originally meant is unethical.

Sample Entries for a Works Cited Page

Books

The Template for Books

Author’s last name, First name. *Title*. Edition (when not the first). City of publication: Publisher, Year. Medium.

Book with one author

Wyrick, Jean. *Steps to Writing Well*. New York: Holt, Rinehart and Winston, 1987. Print.

Book with two or three authors

Beckson, Karl and Arthur Ganz. *A Reader’s Guide to Literary Terms*. New York: Farrar, Straus and Giroux, 1970. Print.

Book with more than four authors

Allison, Alexander W., et al. *The Norton Anthology of Poetry*. 3rd ed. New York: W.W. Norton, 1983. Print.

Two or more works by the same author

Fitzgerald, F. Scott. *Six Tales of the Jazz Age and Other Stories*. New York: Charles Scribner’s Sons, 1960. Print.

---. *Tender is the Night*. New York: Collier, 1986. Print.

Book with corporate or government author

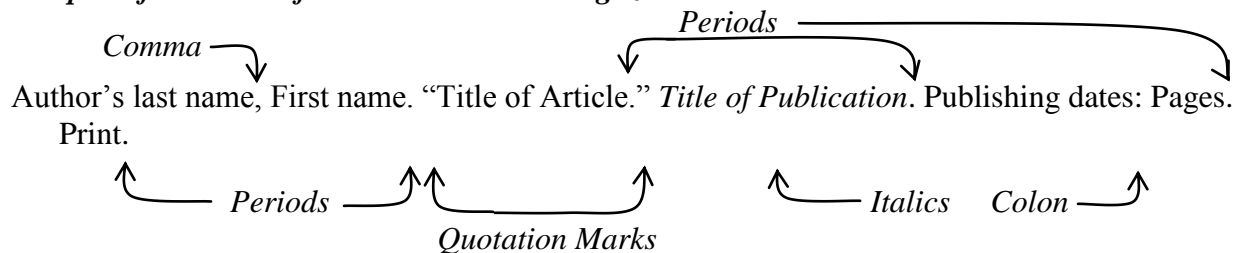
Bank of Boston. *Banking by Remote Control*. Boston: Bank of Boston, 1997. Print.

Encyclopedia or dictionary

“Phatic.” *Random House Webster’s College Dictionary*. 1997. Print.

Periodicals

Template for Articles from Journals and Magazines



Note: When the page numbers are not consecutive—that is, they “jump”: 39-42, 56-58—give only the first page number with a plus sign: 39+.

Article in a monthly magazine

Dodge, Chris. “Dispatches: The Revolution will be Photocopied.” *Utne Reader*. Oct. 2001, 23-5. Print.

Article in a weekly magazine

Oierpont, Claudia Roth. “A Society of One: Zora Neale Hurston, Amercian Contrarian.” *New Yorker* 17 Feb. 1997: 80-6. Print.

Article in a newspaper

Kent, Clark. “Kryptonite causes muscle weakness.” *Daily Globe* 12 Nov. 2001: B4. Print.

Article in a journal paginated by volume

Dethier, Brock. “Becoming a Beginner Again.” *Teaching English in the Two-Year College* 29.3 (2002): 273-82. Print.

Article in a journal paginated by issue

Ziegler, Robert. “Oedipus as Reader in Georges Rodenbach’s *La Vocation*.” *The Rocky Mountain Review of Language and Literature* 55.1 (2001): 29-41. Print.

Electronic Sources

Article in an online periodical

Wilson, Tim and Aziz Sheikh. “Enhancing Public Safety in Primary Care.” *BMJ.com* 9. BMJ. Mar. 2002. Web. 14 Mar. 2002.

Personal or professional website

Hartford Friends and Enemies of Wallace Stevens. *Wallace Stevens Journal*. Wallace Stevens Society. 11 Jul. 2001. Web. 14 Mar. 2002.

Note: After the title of the article, list the title of the website followed by the name of its sponsor – sometimes they will be the same. The first date in an electronic source is a “posting date” which indicates the date of publication on the web or the last time it was updated. If there is no date, use “n.d.” for No Date. The second date is an “access date” which is the date the researcher reviewed the site.

Online posting e-mail

Cameron, Audrey. “Academic Integrity.” E-mail to the author. 3 Mar. 2002.

Other

Personal interview

Bocelli, Andrea. Personal interview. 12 Apr. 2002.

APA (American Psychological Association)

For more listings refer to the *APA Handbook* or one of the sources listed in this document's works cited page.

In-Text Citation

Quotations

APA requires that the writer provide the author's last name, date of source's publication, and the page number(s) for every quotation:

Brown (1998) reported that "English graduates live on average two weeks longer than accounting majors" (p. 55).

For more information on ways to integrate quotations into your text, see the in-text citation section on MLA above.

Paraphrases

APA requires that the writer provide the author's last name and the date of publication for paraphrases; however, APA does not require a page number for paraphrased information:

Brown (1998) reported that those who study English will actually live longer than accountants.

Note: APA requires present tense in some cases and past tense in others for citations and paraphrases; consult with your instructor or the APA Manual for proper selection of verb tense.

Sample Entries for a References Page

Books

The Template for Books

Author's last name, First initial. (Year). *Title*. Edition (when not the first). City of publication: Publisher.

Book with one author

Wyrick, J. (1987). *Steps to writing well*. New York: Holt, Rinehart and Winston.

Book with two or three authors

Beckson, K. & Ganz, A. (1970). *A reader's guide to literary terms*. New York: Farrar, Straus and Giroux.

Book with more than four authors

Allison, A.W., Barrows, H., Blake, C., Carr, A., Eastman, A., & English, Jr., H. (1983). *The Norton anthology of poetry* (3rd ed.). New York: W.W. Norton.

Two or more works by the same author

Fitzgerald, F. S. (1960). *Six tales of the jazz age and other stories*. New York: Charles Scribner's Sons.

Fitzgerald, F. S. (1986). *Tender is the night*. New York: Collier.

Book with corporate or government author

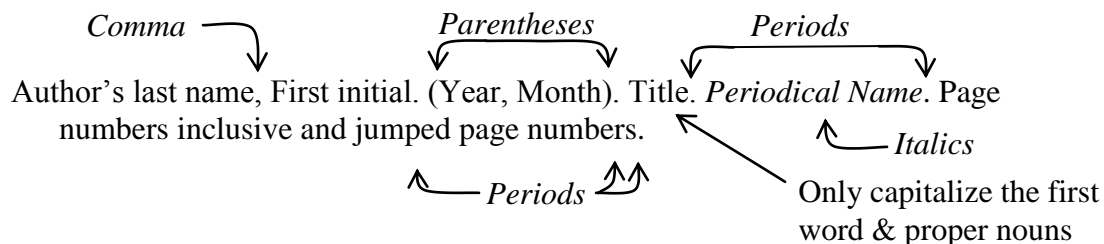
Bank of Boston. (1997). *Banking by remote control*. Boston: Bank of Boston.

Encyclopedia or dictionary

"Phatic." (1997). *Random House Webster's College Dictionary*.

Periodicals

The Template for Articles from Journals and Magazines



Note: When the page numbers are not consecutive—that is, they “jump”: 39-42, 56-58—give only the first page number with a plus sign: 39+.

Article in a monthly magazine

Dodge, Chris. (2001, October) Dispatches: The revolution will be photocopied. *Utne Reader*, 23-5.

Article in a weekly magazine

Oierpont, Claudia Roth. 1997, February 17) A society of one: Zora Neale Hurston, American Contrarian. *New Yorker*, 80-6.

Article in a newspaper

Kent, Clark. (2001, November 12). Kryptonite causes muscle weakness. *Daily Globe*, B4.

Article in a journal paginated by volume

Dethier, Brock. (2002) Becoming a Beginner Again. *Teaching English in the Two-Year College* 29, 273-82.

Article in a journal paginated by issue

Ziegler, Robert. (2001) Oedipus as reader in Georges Rodenbach's *La Vocation*." *The Rocky Mountain Review of Language and Literature* 55 (1), 29-41.

Electronic Sources

Article in an online periodical

Wilson, Tim and Aziz Sheikh. 2002, March 9) Enhancing public safety in primary care. *BMJ.com*. Retrieved March 14 2002 from the Internet: <http://bmj.com/cgi/content/full/324/7337/584>.

Note: If the on-line periodical is from the World Wide Web, then the correct language is: Retrieved March 14 2002 from the World Wide Web: <http://www.bmj.com>... **Note:** When dividing a web address at the end of a line, divide after a slash; do not insert a hyphen.

Personal or Professional Website

Hartford Friends and Enemies of Wallace Stevens. (2001, July 11). Retrieved March 14, 2002 from the World Wide Web: <http://www.wesleyan.edu/wstevens/stevens.html>.

Online Posting E-mail

E-mail messages are omitted from the Reference page, but are cited within the text.

Note: The first date in an electronic source is a “posting date” which indicates the site’s date of publication on the web or the last time it was updated. The second date is an “access date” which is the date the researcher reviewed the site.

Other

Personal Interview

Interviews are omitted from the Reference page, but are cited within the text.

Bibliography

- APA. *Publication Manual of the American Psychological Association*. 4th ed. Washington, D.C.: APA, 1994.
- Beidler, Peter G. *Writing Matters*. New York: Macmillan, 1992.
- Hacker, Diana. *A Pocket Style Manual*. 5th ed. Boston: Bedford/St. Martin’s, 2009.
- Hacker, Diana. *A Writer’s Reference*. 4th ed. Boston: Bedford/St. Martin’s, 1999.
- Kirszner, Laurie G. and Stephan R. Mandell. *Patterns for College Writing: A Rhetorical Reader and Guide*. 8th ed. Boston: Bedford/St. Martin’s, 2001.
- Locker, Kitty O. *Business and Administrative Communication*. Boston: Irwin McGraw-Hill. 5th ed. YEAR
- Gibaldi, Joseph. Ed. *MLA Handbook for Writers of Research Papers*, 5th ed. Modern Language Association of America, 1999.
- Weidenborner, Stephen, and Domenick Caruso. *Writing Research Papers: A Guide to the Process*. Boston: Bedford/St. Martin’s, 2001.

Glossary

Bibliography: A page(s) at the end of a document that lists alphabetically not only the sources used to produce the document, but other sources that may have been consulted but not used (not cited) as well as other sources related to the subject matter that the reader might wish to consult.

Citation: A reference to works, words or ideas that points to a specific document by another author. Also called attribution.

Documentation: The process of attributing or citing the works, words and ideas of other authors used by an author.

Inadvertent Plagiarism: A failed attempt to properly paraphrase the words or ideas of another author, or citation improperly made.

In-text Citation: A reference to a source or material, words or ideas that is placed in the text of the document, as opposed to placing the citation in footnotes or endnotes. Also called parenthetical documentation.

Journal: A periodical for professional or specific audiences, as opposed to a magazine, which is a periodical for popular audiences.

Paginated by Issue: Refers to a journal that starts each issue with page one.

Paginated by Volume: Refers to a journal that numbers its pages consecutively throughout a year's worth of issues.

Plagiarism: See "Plagiarism Defined" on page 1.

Reference Page: A page(s) at the end of a document, in APA style, that lists in alphabetical order the sources used to produce the document. It replaces the bibliography of earlier documentation styles.

Signal Phrase: A phrase in the author's text that mentions the 'source author's' name and places the source in context; for example: "As Bundy told the court...."

Works Cited Page: A page(s) at the end of a document, in MLA style, that lists in alphabetical order the sources used to produce the document. It replaces the bibliography of earlier documentation styles.