Introduction

The *ECHS Writer's Guide* has been revised to deal with changes both in technology and in the practices of other academic institutions. At ECHS, we recognize that we need to provide our students with an easily accessible and easy-to-follow guide to aid all students in producing good quality essays and reports, and to help them be prepared for college-level and university-level writing.

Personal Essays

In a *personal* essay, a student is simply presenting your thoughts, feelings and opinions on a topic without necessarily referring to other sources. As such, citations and a reference list are not necessary. Obviously, personal essays still need to be written in a logical paragraph structure.

Research essays and reports

When one is required to go beyond personal knowledge in exploring an idea, probing an issue or making an argument in relation to what others have written, one will need to use materials written by others. The outcome of that exploration will become the research paper or essay. A **research** essay describes a presentation of your research and your interaction with what you have researched.

Primary *research* is the study of a subject through primary sources such as statistical data, experimental observations, original historical documents, works of literature or art. **Secondary** *research* is the study of what other researchers have written about a topic. Lab reports will usually deal mostly with primary research, although you may be required to compare to expected values which would come from secondary sources. Most of your essay writing will depend partly on secondary sources; you will discover, share, and assess what others have written.

When you record what others have written, you need to acknowledge who wrote it. This guide will provide you will ways to show to the readers of your essay which ideas you borrowed and which ideas are your own.

Finding information

Finding sources in your local library

To find sources in a local library or in the ECHS library, you need realize that books are organized under a Library of Congress system or under a Dewey Decimal System. Our ECHS library and most public libraries use the Dewey Decimal System which classifies books under ten major headings:

000	Computers, information, general reference	500	Science
100	Philosophy and psychology	600	Technology
200	Religion	700	Arts and recreation
300	Social Sciences	800	Literature
400	Language	900	History and geography

To find more sources in your library, look through the bibliographies of a book that you found on your topic. Good non-fiction books will often provide you with secondary or primary sources that the author used.

Lastly, to find sources in a library, use the computer-generated library search engine that your library has. As librarians for help. They are most willing to assist students.

Finding sources on internet

To find sources on the web, use Google or other search engines. Type in your search as specifically as you can to reduce the number of web pages that you have to sort through. For example, if you are doing a research essay on Joseph Smith the basketball player do not type in just his name (otherwise you will be flooded with results on Mormonism). Instead type *Joseph Smith basketball.*

Good web sources are hard to find. Not everything you find on the web is truthful or reliable. Look for websites that are current, have an author's name, and have an institution's or sponsor's name. Often, a good website will have a pull down menu that will explain its editorial policy or mission statement, or at least it will have an *About Us* link.

If you use the Google search engine, you can refine your search by looking under the pull-down menu labeled *more.* In that menu, you can click on *books* or *scholar*, both of which which bring you to more academic sites with less advertising.

Keep a working bibliography

Once you have found a source that looks like one that you will use, whether it be a print or an electronic source, keep track of your sources by writing down the necessary bibliography information as best as you can and as soon as you can. ECHS staff cannot stress enough how important this tracking system is.

If it is an internet source, bookmark the source or copy the URL address down in a separate file. Be sure to use the address of the site itself, not the search engine link to it. If it is a print source, copy the author's name, the article and/or the book title, the place where the book was published, the publisher's name, and the date of publishing. It's a good idea to write down the library number found on the spine of the book, just in case you need the book again.

This working bibliography changes as you are working on your document. Sources that you will not be using can simply be scratched off your list, while other sources may be added to your list. When you are done writing your document, the working bibliography will be changed into a **Works Cited** list that your teacher will require.

Recording information

Take notes from your sources

For two reasons, instructors will tell students to take notes **before** writing their documents. Firstly, by taking notes from each source, you are prevented from overusing direct quotes in your essay, and you

will reduce your chances of **plagiarizing** (see the ECHS plagiarism document on the website). Secondly, you can organize your essay better when you have the info of each book on hand.

There are three ways to take notes. You can **summarize** material (reduce the original and get just the main ideas); you can **paraphrase** the material (say what the original says in your own words very specifically); or you can simply **write out** direct quotes of the passage which you can add to your essay.

Please remember to record page numbers if the original is a print source. You should record page numbers in your notes so that you can easily insert the page number when you are recording the information from that source and that page in your essay.

Outlines

Some teachers will ask you to submit an outline with your written essay. An *outline* helps you to organize your essay. You record one **thesis sentence** which states the main point your essay wants to make or answers the key question that you have raised. Under that thesis sentence, you will record sub-points to support that main thesis sentence. If you write the outline before you begin writing, the outline will help to keep you organized as you write. The outline will also help the instructor follow the logical structure that you now have in your essay.

An outline is typically organized in the following format:

Thesis sentence:
I.
      A.
            1.
                  a.
                         1)
                         2)
                  b.
            2.
      B.
II.

Logically, you will have a *II* to complement the *I*, and a *B* to complement the *A,* and so on.

In-text citation or parenthetical notation

Simply tacking on a bibliography at the end of your research essay is not good enough. How will the reader of your essay know which idea you borrowed, and from whom did you borrow it? Not only after direct quotations, but also after indirectly quoting a source, you must add **parenthetical citations.** These are simple notes recorded in parenthesis (i.e., round brackets) and written after the sentence in which you recorded an idea or words from one of your sources. The exact format will depend on the citation style (**MLA** or **Vancouver** are the two styles in this document) you are using, but usually only the author's name or a reference number is recorded in a parenthetical citation. If the quote comes from a multi-page print source, then the author's name or reference number and a page number needs to be

recorded. So, if I'm writing an idea that came from the book *Ideas Have a History* by Dr. F. Oosterhoff, I would do it like this:

> Although Voltaire thought of himself as an atheist, he was a deist (Oosterhoff 116).

The placement of the parenthetical citation within a sentence will depend on the style you are using.

The Format of your Research Paper

Use the 1 inch margins on all sides.

Text Formatting

Use an easy-to-read font like Calibri, Verdana or Century Gothic. Remember that the regular type must look quite different from the italic type. Do not use right-justify and leave only one space after a period. Do not single-space: the MLA style calls for double-spacing, while the Vancouver style allows 1.5 spacing.

Headings and Titles

Research papers no longer need title pages. Begin your document as in the example below. If an abstract is required, put it where your teacher specifies.

                                                                                    Kampen 1

    Robert Kampen

    Mr. Hopman

    HRE43

    May 8, 2008

                                         The Joy of Physics

    Most students will not believe me, but I have something in common with Mr.

    Hopman. I love momentum; I enjoy tracking movement; I'm energized by forces,

    especially those forces which break out of their equilibrium with opposing forces.

Page Numbers

Number all pages in the upper right-hand corner, one-half inch from the top. Use a header to include the page number flush with the right margin. Observe that we do not use a letter *p* or *pg,* nor the word *page* before the page number, but we recommend your last name and the actual page number.

Binding

If you are required to hand in a paper copy, staple the paper copy once in the top left corner. You may hand your essay unstapled in a plastic essay cover. Follow your instructor's guidelines.

Electronic Submission

If the teacher so directs, all essays must be submitted electronically in one file via email or into the appropriate ECHS hand-in folder. Ask your teacher for submission details.

Proper Formatting for Parenthetical Citations

MLA style

The Modern Language Association (MLA) style, used in History and English courses at ECHS, uses the author's last name and a page number in the parenthetical citation. If you, for some reason, do not have an author's name, simply include the title and the page number in the parenthetical citation. And if you are quoting from a web source that does not have page numbers, simply use the author's last name or the title of the web source.

EXAMPLE: (Oosterhoff 116)

If you include the author's name in your text, then the parenthetical citation needs only to record the page.

EXAMPLE: Dr. Oosterhoff argues that Voltaire is a deist (116).

Once you have mentioned the author's name, you need not include his or her name again if you are still quoting from the same source. Only include the page number.

EXAMPLE:

Romeo and Juliet presents an opposition between two worlds: "the world of the everyday … and the world of romance," associated with the adults in the play, and "the world of romance," associated with the two lovers (Zender 138). Romeo and Juliet's language of love nevertheless becomes "fully responsive to the tang of actuality" (141).

Vancouver style

This style, often used in the sciences and required for science courses at ECHS, states that a parenthetical citation includes only a number and a page number. The first number is the source's placement number in the Works Cited. So, if I had four sources for my essay, and if the third source was

Dr. F. Oosterhoff's book *Ideas Have a History,* the parenthetical citation would simple be (3, p116). (NOTE: a letter *p* is required before the page number).

Other styles

There are other citation styles that could be used: Chicago/Turabian, APA and others. It is unlikely they will be used at ECHS, but follow your instructor's choice.

Proper Formatting for the Works Cited or Bibliography Page

MLA style

The following information is taken from the *MLA Handbook for Writers of Research Papers, 7th edition.* Mr. Kingma has a copy. You can also find more information (including examples) at the Vancouver Community College Library research page at http://library.vcc.ca/research/research_apamla.cfm.

The entries must always be organized in alphabetical order, according to the author's last name. If the author's name is missing, alphabetize the source by the first main word of the title of the source.

The Works Cited list may be broken down into primary and secondary sources, or into different research sources (books, articles, films, websites, etc).

Notice the punctuation and italics. Notice also there is a hanging indent of 0.5 inch, and the list is double-spaced.

If there are more than three authors, replace all the authors after the first one with "et al."

The standard MLA formats are the following:

Print sources

A book
Author's LAST name, Author's FIRST name. *Title of Book.* Place of Publishing: Publisher. Year. Type of

source.

Oosterhoff, Frederika. *Ideas Have a History.* New York: University Press of America. 2001. Print.

An article in a magazine (use the date, not the Volume and Issue Numbers)
McEvoy, Dermot. "Little Books, Big Success." *Publisher*s Weekly 30 October 2006: 26-28. Print.

An anonymous article (no author) in a magazine
"It Barks! It Kicks! It Scores!" *Newsweek* 30 July 2001: 12. Print.

An article from a Reference Book
"Noon." Def. 4b. *The Oxford English Dictionary.* 2nd ed. 1989. Print.

An Introduction, Preface, Forward or Afterword of a Book
Sears, Barry. Afterword. *The Jungle.* By Upton Sinclair. New York: Signet 2001. 343-347. Print.

The Bible
The Holy Bible. Colorado Springs: International Bible Society. 1993. Print. New International Version.

A Translation of a book
Beowulf. Trans. Burton Raffel. New York: New American Library. 1999. Print.

NOTE: If a source does not include some necessary information for the Works Cited entry, use the following abbreviations:

n.p.   no place of publication
n.p.   no publisher
n.d.   no date of publication
n. pag. no pages given

Internet sources
In previous years, URL addresses were included in the Works Cited entries, but that no longer is the case. Only include the URL in angle brackets < > if your instructor requests it.

 Follow this standard sequence:

1. Name of author, compiler, director, editor, narrator, performer or translator of the work
2. Title of the work
3. Title of the overall Web site (if different from #2) in *italics*
4. Version of edition used (if mentioned)
5. Publisher or sponsor of the site (if not available, use *n.p.*)
6. Date of publication (day, month , year); if nothing available, use *n.d.*
7. medium of publication (e.g. Web.)
8. Date of access (day, month, year)

Each item in the list above is followed by a period except the publisher or sponsor which is followed by a comma.

Standard non-periodical publication (most commonly used format)
Antin, David. Interview by Charles Bernstein. *Daily Archive Press.* Daily Archive P. n.d. Web. 21 Aug.

        2007.

A book scanned on the web

Child, Maria. ed. *The Freedmen's Book.* Boston, 1866. *Google Book Search.* Web. 15 May 2008.

Whitman, Walt. *Leaves of Grass.* Brooklyn, 1855. *The Walt Whitman Archive.* Web. 12 Mar. 2007.

A Periodical in an Online Database

Richardson, Lynda. "Minority Students Languish in Special Education System." *New York Times* 6 Apr.

    1994, late ed.: A1+. Pt 1 of a Series, A Class Apart: Special Education in New York City. *Lexis*

    Nexis. Web. 5 June 2008.

Radio or television broadcast sources

Follow this standard sequence:

1. Title of the episode or segment (in quotation marks)
2. Title of the program or series (in italics)
3. Name of the network if any
4. Call letters and city of the local station if any
5. Broadcast date
6. Medium of reception (e.g. Radio or Television)
7. Additional information

Radio

Welles, Orson, dir. "The War of the Worlds." By H. G. Wells. Adap. Howard Koch. *Mercury Theatre on the*

    Air. CBS Radio. WCBS, New York, 30 Oct. 1938. Radio.

Television

"The Phantom of Corlenone." NArr. Steve Kroft. *Sixty Minutes.* CBS. WCBS. New York, 10 Dec. 2006.

    Television.

Film or Video

It's A Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas

    Mitchell. RKO, 1946. Film.

Don Giovanni. By Wolfgang Amadeus Mozart. Dir. Joseph Losey. Perf. Ruggero Raimondi and Kiri Te

    Kanawa. Paris Opera Orchestra and Chorus. Cond. Loren Maazel. 1979. Columbia, 2002. DVD.

Vancouver style

The Vancouver citation style is based largely on *Citing Medicine, 2nd edition*, which is available online at http://www.ncbi.nlm.nih.gov/books/NBK7256/. A more usable resource is the Vancouver Community College Library research page at http://library.vcc.ca/research/research_apamla.cfm, from which the examples below are taken.

The Reference List is at the end of your document, starting on a new page. It contains full bibliographic data for the sources you cited, listed in the order in which the citations appear in your document. Each source is numbered and these numbers are used (perhaps more than once) in the parenthetical citations. Italics are not used for titles, but journal titles are abbreviated. Note the indentation on the reference list and the 1.5 spacing. Only the initials of the authors' first name(s) are given. If there are more than six authors, replace all the authors after the sixth with "et al." (short for et alii, Latin for "and others").

Print sources

Print sources include books, government documents, and journal articles, even if these are accessed electronically. They will have been edited and peer-reviewed and as such are generally reliable. Books accessed electronically must include an indication that they were from the Internet, an access date, and a URL.

A book

The standard format for books is:

1. Author Surname, Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year.

2. Miles DA, Van Dis ML, Williamson GF, Jensen CW. Radiographic imaging for the dental team. 4th ed. St. Louis: Saunders Elsevier; 2009.

3. Irfan A. Protocols for predictable aesthetic dental restorations [Internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Netlibrary: http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=181691

A government document

4. Canada. Environmental Health Directorate. Radiation protection in dentistry: recommended safety procedures for the use of dental x-ray equipment. Safety Code 30. Ottawa: Ministry of Health; 2000.

A journal article

Journals will be accessed most easily at a university library; there will be a selection of paper copies, but most will be electronic. The general format is:

5. Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number(Issue Number): Page Numbers.

6. Haas AN, de Castro GD, Moreno T, Susin C, Albandar JM, Oppermann RV, et al. Azithromycin as a adjunctive treatment of aggressive periodontitis: 12-months randomized clinical trial. J Clin Periodontol. 2008 Aug; 35(8):696-704.

7. Tasdemir T, Yesilyurt C, Ceyhanli KT, Celik D, Er K. Evaluation of apical filling after root canal filling by 2 different techniques. J Can Dent Assoc [Internet]. 2009 Apr [cited 2009 Jun 14];75(3):[about 5pp.]. Available from: http://www.cda-adc.ca/jcda/vol-75/issue-3/201.html

A newspaper article

8. Fayerman P. Women must now wait to 40 for publicly paid amnio test. Vancouver Sun. 2009 Jun 9; Sect. A:5.

9. Health Canada issues warning over fake toothbrushes. The Globe and Mail [Internet]. 2009 April 10 [cited 2009 Jun 23]. Available from: http://www.theglobeandmail.com/news/national/health-canada-issues-warning-over-fake-toothbrushes/article973190/

A dictionary or encyclopedia

10. Mosby's dental dictionary. 2nd ed. St. Louis: Mosby Elsevier; 2008. Frenotomy; p. 273.

11. Murchison DF. Dental emergencies. In: Merck Manual of Diagnosis and Therapy [Internet]. 18th ed. Whitehouse Station (NJ): Merck; 2009 [last modified 2009 Mar; cited 2009 Jun 23]. Available from: http://www.merck.com/mmpe/sec08/ch096/ch096a.html?qt=dental&alt=sh

Internet sources
The standard format for web sites is:

12. Author Surname Initials (if available). Title of Website [Internet]. Place of publication: Publisher; Date of First Publication [Date of last update; cited date]. Available from: URL

Publication information is often unavailable. If this is the case use: [place unknown], [publisher unknown] and/or [date unknown].

A website with an author

13. Fehrenbach MJ. Dental hygiene education [Internet]. [Place unknown]: Fehrenbach and Associates; 2000 [updated 2009 May 2; cited 2009 Jun 15]. Available from: http://www.dhed.net/Main.html

A website without an author

14. American Dental Hygienists' Association [Internet]. Chicago: American Dental Hygienists'

    Association; 2009 [cited 2009 May 30]. Available from: http://www.adha.org/

If a website includes neither author nor organization, it is probably not reliable and should not be used as a reference.

An image on the internet

15. McCourtie SD, World Bank. SDM-LK-179 [image on the Internet]. 2009 Apr 29 [cited 2009 Jun 14].

    Available from: http://www.flickr.com/photos/worldbank/3486672699/

Be sure to use the actual URL of the image, not (e.g.) the Google Images link.

Personal communications

Be sure to have permission from the other person involved to cite them.

A conversation or interview

Unless these are recorded, they are not easily traceable. As such they should not be included in the Reference List. Acknowledge these sources in parentheses. For example:

> ...in conversation with a fellow student from the Dental Hygiene program (Affleck, Ben. Conversation with: Matt Damon. 2008 Sep 07.)

Email

Email communication is traceable and should be included in the reference list.

16. Bloom, Orlando. Searching Medline for dental hygiene articles [Internet]. Message to: Johnny Depp.

    2008 Nov 11 [cited 2009 Jun 22]. [3 paragraphs].