STYLE GUIDE

Integrity Of Original Work

Upon completion and submission of any work, you must ensure that the work you submit is your own original work. If you include or use the ideas from other sources, you must give those sources credit for providing you with information. It is not enough to change the wording of the original. Changing the wording of an idea does not make it your idea.

Plagiarism

Plagiarism is the action of taking and using as one's own the work, thoughts, writings or inventions of another. It could be an idea, design, passage or work. Plagiarism exists if you copy word for word; plagiarism of ideas exists if you take and use an idea without giving proper credit to the originator.

If you do use information from other sources and do not provide proper documentation by crediting that source, then you have plagiarized. This is a serious offence, and will have serious consequences in your academic career. In university, students found plagiarizing may be expelled from the university and not allowed to attend any other university for at least a year. Therefore, it is important to learn how to incorporate researched material correctly into your writing, giving credit to the originators of the ideas and words.

Copying the work of another student and submitting it as your own is plagiarism. Likewise, copying a passage from a book or downloading information from the Internet and failing to document your source is also plagiarism.

Some students may be uncertain about what, in fact, constitutes plagiarism. The rules governing quotations and all references to print and non-print materials are very simple. If a student discovers a passage that is particularly apt for the chosen topic, it is perfectly proper to reproduce it in an essay so long as it is copied accurately word for word, is enclosed in quotation marks, and is documented using an embedded citation referring to a work listed in the Works Cited list at the end of the essay.

Example A—Copied Verbatim

Thomas Hardy was vitally interested in the social conditions and trends of the late nineteenth century. As Douglas Brown writes, "The tragedy of the exodus of the agricultural workers from the villages and the countryside, and what the tragedy represents, forms one of Hardy's continual themes" (Brown 135).

Example B—Indirect Reference

Thomas Hardy was aware of the changes taking place in the England of his day, and his writing reflects his interest in these changes. As a countryman he was particularly concerned about the migration of the agricultural workers from the countryside to the industrial towns, and Douglas Brown argues that this is one of the most significant themes in Hardy's works (Brown 135).

Example C—Plagiarism:
direct quotation without acknowledgement

Thomas Hardy was concerned about the social conditions of his time. The tragedy of the exodus of the agricultural workers from the villages and the countryside and what that tragedy represents, forms one of Hardy's continual themes. His novel *Tess of the d'Urbervilles*, for example, illustrates this theme.

Example A involves direct quotation and is perfectly acceptable.

Example B does not quote the exact words, but refers specifically to Brown's writing and properly documents the source of the idea presented.

Example C takes over Brown's actual words (quoted in A) without putting them in quotation marks and without documenting the reference. This is plagiarism, whether Douglas Brown's book is mentioned in the Works Cited or not. It is plagiarism because it gives the impression that both the idea and the phrasing are original; this constitutes theft. For moral reasons, as well as academic ones, plagiarism must be avoided.

The following pages provide students at Stephen Lewis Secondary School with a brief overview of the citation format students must use to maintain academic integrity. For additional information on citations, students should refer to the references included at the end of this section.

DOCUMENTATION STYLE

Note: MLA is the default style for Stephen Lewis Secondary School. However, in certain subjects your teacher may require you to use APA style. Information and samples of APA style are available at the following website: http://owl.english.purdue.edu/owl/resource/560/01/

Embedded Citations

Each citation embedded in your essay's text refers to the Works Cited list at the end of your essay. The format of the citation (centre column below) varies depending on the nature of the source (left column below).

If the author's name appears in the text of the sentence you wrote and the reference is clearly to the work of the author, cite as follows:
 ... as Tannen has argued this point (178-85).

If reference is made to the argument of an author, cite as follows:
... this point has already been argued (Tannen 178-85).

Common embedded citations for:	Citation format	Rationale for format
Book with no author	("Textbooks" 256-59)	If the title of a book is long, shorten to first word only.
Book with one author	(Buckley 183)	If the same author has more than one work cited, the title of the book must be included.
Book with two authors	(Greene and Winfrey 355)	If two authors have the same last name, first initial should be included before the surname, and if the first initial is also shared, cite the full first name.
Book with three or more authors	(Alderbach et al. 406)	Provide the relevant page numbers.
Encyclopedia, author listed	(Sturgeon 12: 156-78)	For multi-volume works, cite the volume and page numbers.
Encyclopedia, no author	("Navajo Mountain" 12: 217)	Title of entry in quotation marks with volume and page numbers.

Newspaper, author listed	(Montgomery A1)	Author with section and page
Periodical / Magazine, author	(Landsburg)	Author and page if given
Periodical / Magazine, no author	("Unemployment" D1)	Shortened title of article and page
Government Document, author	(Montgomery 128)	
Government Document, no author	(New Zealand Department of Labour 89)	
Pamphlet	(Ontario Cerebral Palsy Association 2)	
DVD	("Fundamental Freedoms")	Title
Interview	(Black)	Name of person interviewed
Primary Source accessed in a newly published book	(Frost in Gardner 32)	Primary source accessed in a secondary source
Online Encyclopedia	("Roaring Twenties")	Entry title in quotations
Periodical Database	(Leo 23-24)	
Website, Professional, with author	(Durst)	Author's name
Website, Professional or Personal, no author	(Canadian Cancer Society)	Name of page
Website, Personal, with author	(Mistry)	Name of webmaster

Format for Citations on Works Cited List

Book: Print, Fiction, Non-Fiction	
Generic Format	**Author's last name, Author's first name. *Book Title*. Place of publication: Publisher, date of publication.**
Basic Format One Author	Buckley, William F., Jr. *Atlantic High*. Garden City, NY: Doubleday, 1982.
Two or Three Authors	Greene, B.W. and O. Winfrey. *Making the Connection*. New York: Hyperion, 1996.
More Than Three Authors	Aberbach, Joel, et al. *Bureaucrats and Politicians in Western Democracies* Boston: Harvard UP, 1981. (* University Press is abbreviated as UP)
Anonymous Work (No Author Or Editor Listed on Title Page)	*Textbooks Are Indispensable!* New York: American Textbook, 1989.
Editor / Compiler Listed on Title Page	Gardner, Helen, ed. *The New Oxford Book of English Verse*. New York: Oxford UP, 1972.
Different Edition	Taber, Clarence Wilbur. *Taber's Cyclopedia Medical Dictionary*. 14th ed. Philadelphia: F.A. Davis Company. 1981.
Multi-Volume Work	Hoy, Cyrus. *Introduction, Notes and Commentaries to Texts in the Dramatic Works of Thomas Dekker*. 2 vols. New York: Cambridge UP, 1980.
Media: Film, Video Program	
Generic Format	***Title*. Director (if given). Format. Distributor, date.**
DVD	*Fundamental Freedoms*. DVD. Sailor Jones Media, 2005.
Encyclopedia: Print, Electronic (online)	
Generic Format	**Author (if given). "Title of Article." *Title of Encyclopedia*. edition.**
Basic Format Signed (author listed)	Sturgeon, Ted. "Science fiction." *Encyclopedia Americana*. 1977 ed.
Unsigned (no author listed)	"Navajo Mountain." *Encyclopedia Americana*. 1980 ed.
On-Line Encyclopedia Article	Hood, Sinclair. "Aegean civilization." *Grolier Multimedia Encyclopedia*. 2004. Scholastic Library Publishing. May 10, 2004 < http://gme.grolier.com >.

Article: Print and Electronic Newspaper, Magazine, Periodical, Journal	
Generic Format: **Print**	**Author (if given). "Title of Article." *Title of Publication*. Date of publication: page number.**
Electronic	**Author (if given). "Title of Article." *Title of Publication* Date of posting. Date of access <URL>.**
Basic Format Signed	Montgomery, Paul L. "Garden Plot Is at Center of West Side Fight." *New York Times* 9 Aug. 1992:A1.
Unsigned	"Unemployment Soars to Record 9.8 Percent." *Globe and Mail* [Toronto] 7 Aug. 1982. late ed.: D1.
Editorial	"Euthanasia." Editorial. *The Tribune* [Fredericton] 4 May 1992:D6.
Newspaper Article-On-Line	Helmer, Justin. "Rescue capsule reaches stricken submarine: But Russians find docking difficult." *Globe and Mail* 16 Aug. 1999. 16 Aug.1999 <http://globeandmail.com/gam/ International?2000816URUSSMSB.html >.
Magazine Article-On-Line	Landsburg, Steven E. "Who Shall Inherit the Earth" *Slate* 2 May 1997. 9 Mar. 2007 <http://www.slate.com>.
Journal Article-On-Line	Flannagan, Roy. "Reflections on Milton and Ariosto." *Early Modern Literary Studies* 2.3 (1996): 16 pars. 22 Feb. 2006 <http://www.unixb.ubc.ca>.
Periodical Database	Leo, John. "Learning to Say No." *US News & World Report* 20 June 1994: 24. 14 September 2006. <http://www.ebsco.com>.

Interview: Recorded and Personal	
Generic Format	**Name of person interviewed. Interview. *Title of Work*. Place of publication: Publisher, date of publication.**
Basic Format Published Interview	Capote, Truman. Interview. *Southern Writers in Exile*. Ed. George Johnson. New York: Dodd, 1983. 117-32.
Radio Interview	Updike, John. Interview with Scott Simon. Weekend Edition. Natl. Public Radio. WBUR, Boston. 2 April 1998.
Television Interview	Crystal, L. Interview with Joe Black. The MacNeil/Lehrer News Hour. Public Broadcasting Service. New York. 11 Oct.1993.

Website	
Generic Format	**Author (if named). "Title of Article." *Title of Book/Journal.* Print publication information. Volume/issue/para. Version. Electronic publication date. Name of Database or of Host Database. Retrieval date <URL>.**
Professional Website	Portuguese Language Page. U of Chicago. 1 May 1997 <http://www.humanities.uchicago.edu/romance/port>.
E-mail	Ricker, N.W. "Re: Essay Style." E-mail to Terry Craig. 3 June 1992.
On-line Posting	Morton, Paul. "Re: Teaching French." On-line posting. 25 Feb 1997. 4 Aug. 1998 <http://www.comp.edu.languages.natural.htm>.

MLA Documentation Style Resources

If you want more information and further examples, go to the following websites: www.easybib.com, http://owl.english.purdue.edu/owl/

SAMPLE WORKS CITED PAGE

- Begin your Works Cited page on a separate page at the end of your research paper.
- Label the page Works Cited (do not underline the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries. First line of entry is flush left, with second and subsequent lines indented.

Works Cited

Buckley, William F., Jr. *Atlantic High*. Garden City, NY: Doubleday, 1982

Gardner, Helen, ed. *The New Oxford Book of English Verse*. New York: Oxford UP,

      1972.

Helmer, Justin. "Rescue capsule reaches stricken submarine: But Russians find

      docking difficult." *Globe and Mail* 16 Aug. 1999. 16 Aug.1999

      <http://globeandmail.com/gam/International?2000816URUSSMSB.html >.

"Navajo Mountain." *Encyclopedia American*a. 1980 ed.

Sturgeon, Ted. "Science fiction." *Encyclopedia Americana*. 1977 ed.