

HCC STUDENT WRITING Style and Form Guide



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HIGHLAND COMMUNITY COLLEGE
STUDENT WRITING STYLE BOOK

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HCC STUDENT WRITING STYLE BOOK

INTRODUCTION

Research paper assignments are based on an individual or team search for information from different sources about a specific subject. The analysis of this material leads to the writing of a formal paper. Some assignments may request that you write a "term paper," a "special report," a "research paper," a "library paper," a "reading report," a "documented paper," or an "investigative paper" on an assigned topic or a topic of your choice. These are all research papers and will require that you follow definite standards of form and style in organization and writing.

This booklet on form and style provides a guide to the general standards expected in the writing of research papers at Highland Community College (HCC). Many of your questions about the proper form and style for your paper will be answered in this booklet, thus relieving you of some anxiety and sparing your instructor numerous questions about details.

Limitations of the Style Book. As you read this booklet, you will notice that it is organized, written, and typed as you might prepare your own research paper. However, in a short, simplified style book, it is not possible to cover every variation in style.

Your instructors realize that you sometimes have to make your own interpretations about proper standards and "what makes sense." They will encourage initiative and independent action on your part if you do not stray too far from the general rules presented in this booklet and if you are consistent in

form and style. Most instructors at HCC accept the current MLA standards for parenthetical documentation. Occasionally, however, an instructor may request techniques that are more detailed or recommend some variations in style; in this case, follow his or her preference.

GENERAL APPEARANCE

Organization. A neat, well-organized paper will help you develop a sense of pride in your own writing skill, and your instructor will appreciate the care and thought you have given to your presentation.

At HCC, a research paper always includes a title page, body, references, and a list of sources. Long papers may also include a table of contents, an index, or an appendix and sometimes section headings and underscored heads may be included. You might also be asked to submit an outline or attach notecards. Again, these variations will be determined by the individual instructor.

Typing. All your formal research papers at HCC must be typewritten or printed on a word processor, but short assignments of various kinds are acceptable in handwritten form. Your instructor will notify you when typing is not required.

Page Form. The general appearance of the pages in this booklet illustrates the form you are expected to follow in typing your paper.

Standard size typewriter paper (8 ½" x 11") is used on one side only. Generous margins (usually 1 ¼" to 1 ½" left, 1" bottom, and 1" on top and right) are provided.

Paragraphs are indented five spaces. Double spacing is used between lines of the text or body of the paper. For a prose quotation of more than four typed lines, use the extracted form, indenting by ten spaces, double spacing, and omitting quotation marks. Double space before and after these long, blocked quotations and following a title or major heading.

All pages, except the title page and the table of contents, should be numbered with consecutive Arabic numerals (1, 2, 3, etc.) in the upper right hand corner.

Two spaces are left after colons and after periods and other terminal punctuation at the end of a sentence. One space is left after other marks of punctuation.

TITLE PAGE

A well-designed title page draws attention to the contents of your research paper. The title of the paper should be a concise, definitive statement of what the reader can expect to find in the body of your paper.

The information provided on the title page should be centered in the space between the margins and distributed on the page in a balanced manner. The title of the paper should be toward the top of the page. Your name, course title, instructor's name, and date are placed down the page. See the following page for a sample title page.

Apes and the Acquisition of Language

by

Bjorn Free

English 122

Professor J. Goodall

April 15, 2002

TABLE OF CONTENTS

Many HCC instructors suggest or require a table of contents. Follow the instructor's format or see the table of contents for this style guide. The table of contents is not numbered.

BODY OF THE PAPER

The body of the paper consists of pages containing the contents of your research or investigation. Following a good outline helps in writing an interesting and well-organized report. Remember the suggestion given for the general appearance of your report as you type the final draft.

REFERENCES

What is a reference? References acknowledge indebtedness to others by providing a complete citation of sources of information. The proper use of references leaves no doubt as to the source of a statement or idea. Watkins warns, "Using words and ideas of others as if they were your own is a form of stealing called plagiarism" (Practical English Handbook 260).

When to cite a reference. McCrimmon suggests that references be used in the following instances:

1. You use a direct quotation.
2. You copy a table, chart, or other diagram.
3. You summarize a discussion in your own words.
4. You construct a diagram from data provided by others.

5. You paraphrase an opinion that you have read rather than reached independently.
6. You present specific evidence that cannot reasonably be considered common knowledge (Writing With a Purpose 331).

Common knowledge among scholars in a specific field of study is not the same as common knowledge for the general public. For the most part as a student writing for an instructor, you should document all information not common knowledge for the educated public. When in doubt, it is better to document than to risk plagiarism.

Lundsford and Connors advise,

As a rule, use direct quotations when the quotation is so memorable or expresses a point so perfectly that you cannot improve or shorten it without destroying the meaning you need. Because they represent a source's words exactly, direct quotations give special weight to their authors' opinions. (St. Martin's Handbook 553)

Most of your references will be paraphrases of your sources. You should paraphrase when taking notes, not as you draft your paper, keeping in mind the following checklist, also suggested by Lundsford and Connors.

- Include all relevant information from the original.
- State the meaning completely in your own words.
- Omit your own comments or reactions.
- Record the source of the paraphrase as you would for a direct quote.

- Check the paraphrase for accuracy and thoroughness (556).

Examples

Original: Mind is nothing more than a term we employ to describe some of the functions of the brain.

Paraphrase: The term *mind* often simply denotes some of the brain's activities (Resnick 343).

Direct Quote: "And," Resnick adds, "further brain research isn't going to define further the matter of 'mind' any more than turning over all the turf in Ireland is likely to turn up a colony of leprechauns" (343).

PARENTHETICAL DOCUMENTATION

There are several methods used to cite references. The preferred method currently taught at Highland Community College and state universities is the new Modern Language Association (MLA) parenthetical documentation, also called reference list style.

In the MLA system of documentation, you no longer need to use footnotes to document sources. Instead, you should give a Works Cited list at the end of your paper. In your paper, whenever you use information, an idea, or quotation from a work, you refer to that list.

You refer to the Works Cited list by giving the author's last name and the page number from which you got the material. You can give the name and page number in the sentence itself or in parentheses following the citation. For

example, you could refer to material taken from page 32 of the book Great Scientific Experiments by Ron Harre in any one of the following ways.

“Aristotle must surely be ranked as among the greatest biologists” (Harre 32).

Harre comments, “Aristotle must surely be ranked as among the greatest biologists” (32).

If you have more than one book by Harre in your Works Cited list, include a short version of the title of the book you are referring to.

(Harre, Great Experiments 32)

(Harre, History of Science 211)

The examples on the following pages are to be used in the text of your paper in order to refer your reader to the Works Cited page.

IDENTIFICATION OF SOURCES AND PAGE REFERENCES IN THE TEXT

1. STANDARD IDENTIFICATION WHEN THE AUTHOR AND WORK ARE NOT MENTIONED IN THE TEXT (LAST NAME OF AUTHOR FOLLOWED BY PAGE NUMBER):

New computer programs are being developed to trace internal transactions (Levin 6).

2. IDENTIFICATION OF A SOURCE IN THE MIDDLE OF A SENTENCE:

As of now, specific legal deterrents to computer fraud exist only at the state level (Smith 19), a fact that may even encourage the would-be computer crook.

3. SIMPLE PAGE REFERENCE WHEN IDENTITY OF AUTHOR OR WORK IS CLEAR FROM THE TEXT:

"Our legal system," says August Bequai in White-Collar Crime: A Twentieth Century Crisis, "has fallen behind our technology" (109).

4. IDENTIFICATION OF ONE OF SEVERAL WORKS BY THE SAME AUTHOR:

The young chimp amazed researchers by hitting the symbols for both apple and ball and pointing to the objects (Eckholm, "Kanzi" 12).

5. IDENTIFICATION OF ONE OF SEVERAL WORKS IF AUTHOR HAS BEEN IDENTIFIED:

Eckholm cautions, however, that Kanzi's trainers are reluctant to say that Kanzi creates sentences ("Pygmy" 7).

6. IDENTIFICATION OF A MAGAZINE, JOURNAL, OR NEWSPAPER ARTICLE
WHEN THE AUTHOR IS UNKNOWN:

With personal computer sales for 1982 estimated at 2.8 million units as compared with 724,000 in 1980 ("The Computer Moves In" 14), the age of universal data processing is at hand.

7. IDENTIFICATION OF AN ELECTRONIC SOURCE:

A. WHEN AN AUTHOR HAS BEEN IDENTIFIED:

As TyAnna Herrington notes in her Introduction, "Nicholas Negroponte's Being Digital provides another welcome not only into an age of technological ubiquity, but into a way of 'being' with technology."

B. WHEN AN AUTHOR HAS NOT BEEN IDENTIFIED:

"Negroponte's uncomplicated, personal tone fools the reader into a sense that his theses are simplistic" (Herrington "Introduction").

C. WHEN AN AUTHOR IS UNKNOWN:

Negroponte has the ability to make complex technological issues understandably simple ("Writing in Webbed Environments").

Note: Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has internal divisions, use these instead of page numbers in your citation (Harnack 69).

WORKS CITED

The Works Cited page in MLA parenthetical documentation replaces, both in terminology and in function, the formal bibliography required by other styles. The Works Cited page is the most general form of documentation in the research

paper. It provides a complete list of sources incorporated in the paper and is placed at the end.

The Works Cited page is alphabetized using the first word in each entry. The first line of an entry begins at the left margin. All subsequent lines are indented five spaces. Entries are double-spaced.

The most frequently used forms for works cited entries are listed here. Carefully follow format guidelines when preparing entries for the works cited page; these forms are to be followed precisely.

If you are using a source not listed in these examples, select the form that most closely resembles the source you are using.

FINAL "WORKS CITED" FOR PARENTHETICAL DOCUMENTATION

Books

1. A BOOK BY A SINGLE AUTHOR:

Arendt, Hannah. On Revolution. New York: Viking, 1963.

Kramer, Edna E. The Nature and Growth of Modern Mathematics. Greenwich, Conn.: Fawcett, 1974.

2. TWO OR MORE BOOKS BY THE SAME AUTHOR:

Michaels, Leonard. I Would Have Saved Them If I Could. New York: Farrar, 1975.

-- -. The Men's Club. New York: Farrar, 1981.

3. A BOOK BY TWO OR MORE AUTHORS:

Rowbotham, Sheila, and Jeffrey Weeks. Socialism and the New Life: The Personal and Sexual Politics of Edward Carpenter and Havelock Ellis. London: Pluto, 1971.

Burns, James MacGregor, J. W. Peltason, and Thomas E. Cronin. Government by the People. 12th ed. Englewood Cliffs: Prentice-Hall, 1984.

Lauer, Janice M., et al. Four Worlds of Writing. 2nd ed. New York: Harper, 1985. (*The notation "et al" is used when a book has more than three authors.*)

4. A LATER OR REVISED EDITION:

Hayakawa, S. I. Language in Thought and Action. 3rd ed. New York: Harcourt Brace Jovanovich, 1972.

Moore, Harry T. D. H. Lawrence: His Life and Works. Rev.ed. New York: Twayne, 1964.

5. A BOOK BY A CORPORATE AUTHOR:

American Society of Hospital Pharmacists. Consumer Drug Digest. New York: Facts on File, 1982.

6. AN ANONYMOUS BOOK:

Chicago Manual of Style. 13th ed. Chicago: U of Chicago P, 1982.

7. EDITED WORK:

Shakespeare, William. The Complete Signet Classic Shakespeare. Ed. Sylvan Barnet. New York: Harcourt, 1972.

Plato. The Collected Dialogues of Plato: Including the Letters. Ed. Edith Hamilton and Huntington Cairns. Princeton: Princeton UP, 1961.

White, George Abbott, and Charles Newman eds. Literature in Revolution. New York: Holt, 1972.

Kermode, Frank, et al., eds. The Oxford Anthology of English Literature. 2 vols. New York: Oxford UP, 1973.

8. TRANSLATED WORK:

Augustine. The Confessions. Trans. Edward B. Pusey. New York: Collier Books, 1961.

9. ANTHOLOGIES, COLLECTIONS, MULTIVOLUME WORK:

Meyer, Michael, ed. The Bedford Introduction to Literature. New York: St. Martin's, 1987.

Herbert, George. "The Pulley." The Bedford Introduction to Literature. Ed. Michael Meyer. New York: St. Martin's, 1987: 790-91.

Sontag, Susan. The Aesthetics of Silence. Styles of Radical Will. New York: Farrar, 1969. 3-34.

Wylie, R. C. Theory and Research on Selected Topics. Vol. 2 of The Self-Concept. 2 vols. Lincoln: U of Nebraska P, 1979.

Articles in Magazines, Journals and Newspapers

1. A MAGAZINE ARTICLE WITH NO AUTHOR GIVEN:

"A Conversation with Lee Strasberg." U.S. News and World Report 16 June 1980: 94.

2. A MAGAZINE ARTICLE WITH AN AUTHOR LISTED:

Bellug, Ursula. "Lessons for Lana." Time 4 March 1974: 74.

3. JOURNALS:

Warner, Kenneth E. "The Use of Hypnosis in the Defense of Criminal Cases."

International Journal of Clinical and Experimental Hypnosis 27 (1979):

417-436.

4. NEWSPAPER ARTICLES:

"Insider Trading: A Matter of Trust." New York Times 23 Nov. 1986, I, 34: 4.

Other Written Works

1. ENCYCLOPEDIA:

Curtin, Charles B. "Chimpanzee." McGraw-Hill Encyclopedia of Science and

Technology. 3rd ed.

Garrett, Adele, and Milton V. Kline. "Hypnosis." Collier's Encyclopedia. 1984

ed.

2. PAMPHLETS:

Modern Language Association of America. A Guide for Job Candidates and

Department Chairmen in English and Foreign Languages. New York: MLA,

1975.

3. A PERSONAL LETTER:

Graff, Gerald. Letter to the author. 18 Aug. 1984.

4. A GOVERNMENT DOCUMENT:

U. S. Bureau of Labor Statistics. Productivity. Washington, D. C.: GPO, 1958.

Nonwritten Works

1. AN INTERVIEW:

Permack, Ann James. Personal interview. 27 July 1976.

Permack, Ann James. Telephone interview. 12 Aug. 1976.

2. A LECTURE:

Peace, James. "The Psychology of Language." Lecture given in Introduction to Psychology, Highland Community College. Freeport, IL. 15 Nov. 1979.

3. A TELEVISION OR RADIO PROGRAM:

The First Americans. Narr. Hugh Downs. Writ. and Prod. Craig Fisher. NBC News Special. 21 Mar. 1968.

The Black Cat. Dir. Hi Brown. CBS Mystery Theater. 4 Nov. 1973.

4. A RECORDING:

Beethoven, Ludwig Van. Symphony No. 8 in F, op. 93. Cond. Pierre Monteux. Vienna Philharmonic Orch. Deca, STS 15238, 1964.

The Beatles. Sgt. Pepper's Lonely Hearts Club Band. Capitol, SMAS 2653, 1967.

Electronic Works

1. WWW SITES (WORLD WIDE WEB):

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." The MUDdex. 1993. 5 Dec. 1994

<<http://www.apocalypse.org/pub/u/lpb/muddex/essay/>>.

2. EMAIL, LIST SERV AND NEWS GROUPS:

Kleppinger, Eugene. "How to Cite Information from the Web." E-mail to Andrew Harnack. 10 Jan. 1999.

Seabrook, Richard H.C. "Community and Progress." Online posting. 22 Jan. 1999. 28 Oct. 2002. <cybermind@jefferson.village.virginia.edu>.

Thomson, Barry. "Virtual Reality." E-mail to author. 25 Jan. 1998.

3. CD-ROM, DISKETTE AND/OR MAGNETIC TAPES:

Zieger, Herman E. "Aldehyde." The Software Toolworks Multimedia Encyclopedia. Vers. 1.5. Software Toolworks. Boston: Grolier, 1992.

SAMPLE TYPED PASSAGE

It is a mistake, furthermore, to think that only a handful of evil geniuses are capable of computer fraud. The robbers, according to one expert's profile,

tend to be relatively honest and in a position of trust; few would do anything to harm another human, and most do not consider their crime to be truly dishonest. . . . Between the ages of 18 and 30, they are usually bright, eager, highly motivated, adventuresome, and willing to accept technical challenges. Actually, they sound like the type of person managers would like to employ. (Ball 23)

One typical, if spectacular, case can illustrate how the odds on computer theft presently favor the criminal. On October 25, 1978, Stanley Mark Rifkin, a 32-year-old computer consultant who still phoned his mother every day, managed to steal \$10.2 million from Security National Bank in Los Angeles with three telephone calls and a computer code number. The theft went unnoticed for eight days and was discovered then only because Rifkin's lawyer had revealed it to an unsuspecting agent of the FBI's white-collar crime unit in Los Angeles. Nor did Rifkin have to draw on much of his expertise to carry out the plan. The bank's passwords were reportedly posted on a bulletin board, and Rifkin obtained the code for transferring funds simply by posing as a Federal Reserve Bank consultant (Henderson and Young 38).

Needless to say, the would-be computer crook will face tougher obstacles in the future. New programs are being developed to trace internal transactions (Levin 6). Transactions outside banks are now increasingly protected by

"encryption," a mathematical scrambling procedure (Meinel 73). Furthermore, fingerprint identification devices, retina scanners, and "signature dynamics" machines may soon be used to control access to data and equipment (Yulsman 28).

Even with better management and technology, however, the forces of crime prevention will be handicapped until the law itself is brought up to date. As of now, specific legal deterrents to computer fraud exist only at the state level (Smith 19) and in only eleven states (Frenkel para 5). As Alan G. Merten, professor of computer and information systems at the University of Michigan, acknowledges, "There just aren't laws out there yet" ("Locking the Electronic File Cabinet" 124). And though the FBI has established a school to train special agents in investigating computer crime, under current standards of evidence conviction is difficult and sentencing light. "Our legal system," says August Bequai in White-Collar Crime: A Twentieth-Century Crisis, "has fallen behind our technology" (109).

SAMPLE WORKS CITED PAGE

Works Cited

- Ball, Leslie D. "Computer Crime." Technology Review Apr. 1992: 21-27+.
- Bartimo, Jim. "Three WP Typists at Ford named in Betting Operation."
Computerworld 10 Jan. 1993: 11.
- Bequai, August. White-Collar Crime: A Twentieth-Century Crisis. Lexington, Mass.: Lexington, 1998.
- "The Computer Moves In." Time 3 Jan. 1993: 14-24.
- Frenkel, Karen A. "Computers in Court." Computers and the Law. Vers. 5.0. Dec 1997. 16 Jan. 1998 <www:lawyercomp.com/court.html>.
- Henderson, Bruce, and Jeffrey Young. "The Heist." Esquire May 1991: 36-40+.
- Levin, Stephen E. "Security Possible in Communications Networks."
Computerworld 31 Jan. 1993: 5-10.
- "Locking the Electronic File Cabinet." Social Issues Research Series. CD-ROM. SIRS, Inc. Oct. 1997.
- Meinel, Carolyn. "Encryption: Can Spies and Thieves Break It?" Technology Review Nov-Dec. 1992: 72-74.
- Parker, Don B. Crime by Computer. New York: Scribner's, 1996.
- Petit, Charles. "UC Students' Computer Trick Worries Experts." San Francisco Chronicle 2 Mar. 1992: 6.
- SRI International. Computer Crime: Criminal Justice Resource Manual. Washington: US Dept. of Justice, 1997.

Yulsman, Tom. "Amazing Laser Locks." Science Digest June 1992: 26+.

INTERNET SITES FOR
DOCUMENTATION MODELS

You may want to consult the following Web sites for additional and current information about documenting electronic sources.

[〈http://www.mla.org〉](http://www.mla.org)

[〈http://www.cas.usf.edu/english/walker/mla.htm〉](http://www.cas.usf.edu/english/walker/mla.htm)

We also recommend that you consult your instructor for answers to specific questions about citations.