# Style Guide for Exam Papers in English

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# 1 Layout

## 1.1　Page setup

Set a 3-cm margin on the left of the page (to allow for binding/comments) and 2-cm margins for the top, right and bottom. Indent the first line of each paragraph 1 cm. The first paragraph of each chapter or section, however, should *not* be indented.

Set page numbers to print on the bottom right-hand corner of the page. There should not be a page number on the title page.

Use Palatino, Times New Roman or a similar font. Select 11-point (Palatino) or 12-point (Times New Roman) type size. Set line spacing to 1.5. Finally, set hyphenation to 'off'.

Conforming to these guidelines will help ensure that your paper meets the specifications for standard pages on which the required lengths for papers are based (1 standard page = 2,600 characters). The following elements should *not* be included in the character count: title page, table of contents, appendices and list of sources. Annotated footnotes or endnotes should be included in your word count.

## 1.2　Headings

Section headings, if used, should be flush left. They should be numbered using the format '1, 1.1, 1.2 … 2, 2.1', and so on. Section headings should be in bold type.

# 2　Language

## 2.1　Choice of language

Papers must be written in English (either British or American English - remember to set the language for spelling and grammar on your word processor accordingly).

Papers should be written in an appropriately academic style. Normally this will be a style that is compatible with an objective approach. For example, use of the first person ('I') will be relatively infrequent, direct address to the reader will hardly ever be used and the passive form (e.g. 'the novel *was written by* Charles Dickens') may be used more frequently than in non-academic texts. It is recognised, however, that some variation in style may be regarded as appropriate.

# 3   Quotations

## 3.1   Acknowledging sources

Words, information or ideas taken from any source must be acknowledged as such by precise documentation of the source.

## 3.2   Formatting quotations

There are only 2 ways to mark quotations: by *either* quotation marks *or* indentation. See section 3.3 for guidelines for when you should use quotation marks and when you should indent.

*Do not* mark quotations by *both* quotation marks *and* indentation. Do *not* use italics, bold or a different font or font size to indicate quotations, unless any of these are present in the original (or, in the case of italics, they are added for emphasis).

## 3.3   Direct quotations

Material that is quoted directly from other sources must be marked as a quotation and properly integrated into your text. Quotations of 4 lines or less should be placed within quotation marks. Quotations that are more than 4 lines in length should be indented 2 cm. Do *not* place quotation marks around indented quotes.

The source of each quotation should be cited parenthetically at the end of the sentence in which the quoted material is used (see section 4) and the source should be included in the list sources (see section 5).

## 3.4   Ellipsis

Ellipsis (material omitted) in quotations must be indicated. This should be done by means of 3 ellipsis points: 'The term *black hole* … was coined in 1969'. Ellipsis must not be used to change the meaning of the original source.

You can insert a single word or phrase to make a quotation grammatical or to restore the sense after material has been cut. Place square brackets around inserted material to indicate that you are not quoting directly: 'the mushrooms are … [then] harvested'. Square brackets should also be placed around a capital or lower-case letter where the case has been changed from the original to fit into the text. Place square brackets around the ellipsis points to show ellipsis if quoting from a text that itself includes ellipsis points.

Ellipsis is not usually necessary at the beginning or end of a quotation where it is obvious that only a portion of the original source is being quoted.

## 3.5  Indirect quotations

You must indicate the sources of information or ideas that come from other writers, even if you do not quote their exact words. For example, you may wish to summarise or paraphrase the argument of a writer in your own words.

In this case, do not mark the passage with quotation marks or indent it. The source of each quotation should be cited parenthetically at the end of the sentence where the material is used, and you must document the source in the same way as for direct quotations.

## 3.6  Differences in British and American English punctuation of quotations

An important difference between British and American English concerns the punctuation of quotations marked by quotation marks. British English uses single quotation marks (''), and American English double ("").

In both British and American English, when a quotation occurs within a quotation, the other type of quotation mark is used for the embedded quotation. In British English, quotations take any concluding punctuation *after* the quotation marks are closed, except in the case of question marks and exclamation marks that form part of the quotation. In American English, commas and full stops (periods) that follow a quotation come *before* the quotation marks are closed, even if the punctuation belongs to the surrounding text and not the quotation. Other punctuation marks come before the quotation marks if they were in the original, or after if they form part of the surrounding text.

The following examples demonstrate the main differences:

**British English**

Hawking states that 'up to about twenty years ago, it was thought that protons and neutrons were "elementary" particles'. But what does Hawking mean by 'elementary'?

**American English**

Hawking states that "up to about twenty years ago, it was thought that protons and neutrons were 'elementary' particles." But what does Hawking mean by "elementary"?

Note that elsewhere in this style guide, examples are given in British English only.

# 4  Documentation

Documentation should be based on the so-called MLA author-date system, which makes use of parenthetical references in the paper that refer to works in the list of sources, rather than using a note-based system of documentation.

The reference in the text usually consists of the author's surname and the page number separated only by a space. The reference may be parenthetical either in part or completely, depending on how much of it is incorporated into the surrounding text:

**Author surname(s) incorporated into the surrounding text**

Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources' (234).

**Author surname(s) not incorporated into the surrounding text**

One famous linguist remarked that she 'always use[d] the *MLA Handbook for Writers of Research Papers* when documenting [her] sources' (Smith 234).

## 4.1  Documenting more than one publication by the same author(s)

If you cite more than one work by the same author(s), the title of the cited work can be either mentioned directly or given in the parenthetical reference. Unless the title is brief, shorten it for the parenthetical reference.

**Direct mention of title**

In *Documentation Forever: The Art of Proper References*, Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources' (234). This assertion supports her earlier cogently argued position, stated in 'My Life with Endnotes' (28).

**Parenthetical reference to title**

Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources' (*Documentation Forever* 234). This assertion supports her earlier cogently argued position ('My Life' 28).

## 4.2  Multiple quotations from a single source

Occasionally, you may draw on a single source more than once in a single paragraph. In such cases, it is often sufficient to give a single parenthetical reference or note at the end of the paragraph. Indicate the page numbers or range of page numbers as appropriate.

**Examples**

> In *Documentation Forever: The Art of Proper References*, Smith argues that this is a good system, and states, 'I always use the *MLA Handbook for Writers of Research Papers* when documenting my sources'. Oddly, on the next page, she argues that the MLA system is 'quite useless' (234–35).

> In her review of *Documentation Forever: The Art of Proper References*, Muriel K. Jones berates Smith for her inconsistency, noting that at different times Smith 'switches illogically between the Chicago and the MLA system', going on to point out that this merely enrages readers (144, 146).

## 4.3   Documenting anonymous sources

If you cite an anonymous source, place the title of the work (e.g. book or website) first, followed by the date, in your parenthetical reference. Unless the title is brief, shorten it for the parenthetical reference.

## 5   Documentation: works cited/bibliography

Your paper requires a detailed list that includes the sources referenced in the paper. Titles for the list of the sources vary, but the recommended are 'Works Cited' or 'bibliography'.

The entries in the list of sources are arranged in alphabetical order by author surname. The list of works cited should be placed at the end of the paper. It should begin on a new page. Place the title (Works Cited/Bibliography) centred at the top of the page.

## 5.1   Main features of the MLA system

- Capitalise the first, last and all principal words in titles (e.g. *Teaching and Learning in the Language Classroom*).

- The titles of books, journals, magazines, newspapers, films, plays, and other works are italicised.

- The titles of journal articles and chapters of books are placed in quotation marks.

- Multiple entries by the same author(s) are arranged alphabetically by title. The author's name should be replaced by a dash — for the second and any subsequent entries.

- URLs are *not* included in works cited.

## 5.2 Work cited entry template (with examples)

### 5.2.1 A book

Author. *Book Title*. Edition [if not the first]. Place of publication: Publisher, Year.

Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton UP, 1957.

### 5.2.2 A scholarly journal article

Author. 'Article Title'. *Journal Title* Volume number. Issue number (Year): Pages.

Smith, Paul. 'Hemingway's Early Manuscripts: The Theory and Practice of Omission'. *Journal of Modern Literature* 10.2 (1983): 268-88.

### 5.2.3 A chapter of an edited book

Author. 'Chapter Title'. *Book Title*. Ed. Editor(s). Place of publication: Publisher, Year. Pages.

Ellickson, Robert C. 'Controlling Chronic Misconduct in City Spaces: Of Panhandlers, Skid Rows, and Public-Space Zoning'. *1997 Zoning and Planning Law Handbook*. Ed. Christine A. Carpenter. New York: Clark, 1997. 369-486.

### 5.2.4 An online source: general website

Author [if known]. 'Title' [if applicable]. *Site Title*. Access date.

Heaney, Seamus. 'The Tollund Man'. *Internet Poetry Archive*. 12 August 2009.

If your questions about the manner in which you should format your references or the entries in your list of sources have not been answered by the information provided in this style guide, consult:

Gibaldi, Joseph, and Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009.

## 5.3 Titles in English: italics or quotation marks?

In the body of your paper, the title of a separately published work should be presented in italics, whereas the title of a subsection of such a work should be presented in quotation marks and without italics. Thus, the titles of books, scholarly journals, plays, epic poems, websites, newspapers, paintings and films, for example, should be italicised.

The titles of chapters of books, scholarly journal articles, short stories, poems (unless published as separate works) and newspaper articles, for example, should be in quotation marks.