**`**

**What is an essay**

An essay is a piece of writing that explores a specific idea or topic in depth.

**General Format Requirements**

* Standard A4 Pages.
* Margins: 1” inch on each side.
* Spacing: Single/Double.
* No spaces inside paragraphs.
* Indent your paragraphs 0.5’.
* Font: 12 pt, Times New Roman.
* Word Count: **275 Double**-Spaced Page; **550 Single**-Spaced Page
* Text alignment: left, **NO** justification.

**Basic Rules**

1. Please remember that **1 page of text equals 275 words** (Titlepage and reference pages should NOT be included). Only less than a **10% deviation** is acceptable.
2. Have at least **3-4 sentences** per paragraph, but should not exceed **200 words 70 -80 words**
3. Your sentences should *not exceed* **20 words.**

**Essay Structure: -**

1. **Introduction Paragraph (with hook Explanation, and thesis statement)**

Introductory paragraph should be at least 3-5 sentences makes **10% of the total word count**

**Hook -** is a catchy opening line that grabs *the reader's attention and makes them want to keep reading.*

In the heart of Africa, a dangerous threat looms large. like a harmful plague it touches many parts of this big continent. From Governments to communities in busy towns and quiet villages the scary effects of violence can be seen and felt.

**Provide some background (Define the title ):** *Give a bit of context about your topic. This helps the reader understand why the topic is important or relevant.*

The phrase Effects of Terrorism in Africa refers to the wide-ranging consequences and impacts that terrorist activities have on African countries and their people.

**End with a strong debatable Thesis statement:** *This is your main argument or point, usually stated in one or two sentences. It tells the reader what your essay is going to talk about.*

This essay explores how terrorism is reshaping the continent and its inhabitants, focusing on four key areas: Globalization Economic Disruption, Social Fragmentation, Political Instability, and Security Challenges.

**Body paragraphs-** makes **80%** of the total word count

An essay isn't just one long paragraph. It's broken up **into several paragraphs**, each focusing on a **different part of your thesis**. This helps you explore your subject in detail and makes it easier for readers to follow your thoughts.

Think of it like this: If your topic was **"Effects of Terrorism in Africa,**" each paragraph might focus on a different **effect** or aspect, in the thesis statement like:

1. Economic Disruption --- l2—l3 --- l4

2. Social Fragmentation ---l2—l3

3. Political Instability---l2

4. Security Challenges

* **Main idea/Topic sentence**: This is what your paragraph is all about. It's the **main idea or subject of a paragraph** you're discussing.
* **Evidence/supporting sentences:** This is where you back up your arguments with facts, examples, or expert opinions. It's like saying, "Don't just take my word for it, here's proof!"
* **Your perspective/Summary sentence/ closing statement:** This is your take on the topic. It's your unique way of looking at things.

**Example**

***Economic Disruption***

Economic Disruption has been one of the consequences of terrorism in Africa, *Destroying local and national economies* across the continent. **In Nigeria, for instance, terrorism has cost the country $1.42 billion in foreign direct investment between 2007 and 2016 (Marendi & Kerama, 2018).** These massive economic setbacks are devastating since they hinder crucial development efforts and increase cycles of poverty. The economic toll of terrorism extends far beyond immediate financial losses, creating long-lasting obstacles to growth and prosperity in African nations.

.

**Main Idea:** Destroying local and national economies

**Evidence:** Research done by Marendi & Kerama **less than 8years**

**Personal perspective:** My view on the implications of economic disruption

**3. Conclusion -** makes **10%** of the total word count

A conclusion is the final part of an essay or any piece of writing.

**Wraps things up:** It summarizes the main points you've made in your essay.

Restates the main idea: It reminds the reader of your thesis or main argument but in different words.

**Provides closure:** It gives a sense of completion to your essay.

Leaves a lasting impression: It's your last chance to make your point stick in the reader's mind.

**Looks to the future:** Sometimes, it might suggest what could happen next or what further research could be done.

**Doesn't introduce new ideas:** The conclusion isn't the place for new information - it's about reinforcing what you've already said.

* Refer back to the main points discussed in the essay
* ~~Emphasizes the interconnected nature of terrorism's effects: -~~ *~~showing how different results or consequences of something are linked together and influence each other.~~*
* Suggests the need for solutions and cooperation
* Ends on a note of resilience and hope for the future

As we analyze the complex challenges facing Africa, we come to recognize the impact of terrorism on the development and stability of Africa. Examining Economic Disruption, Social Fragmentation, Political Instability, and Security Challenges reveals the consistent web of consequences that terrorist brings to the African nations. These effects serve as a constant reminder of the urgent need for a strategy to combat this emerging threat. The story of Africa's struggle against terrorism highlights the critical importance of peace, security, and collaborative efforts in shaping a more stable future for the continent and its people.

**ACADEMIC RULES**

1. **No first person:** Instead of "I think", use "This research suggests".

**2. Avoid passive voice:** Instead of "The experiment was conducted", use "Researchers conducted the experiment".

**3. No personal opinions:** Instead of "I believe climate change is serious", use "Evidence/This indicates climate change is serious".

**4. Use transitions:** "However", "Moreover", "Furthermore" to connect ideas.

**5. Avoid meaningless transitions**: Don't use "In addition" if you're not actually adding information.

**6. Use present tense:** "The study shows" instead of "The study will show".

**7. Avoid present continuous:** "The data indicates" instead of "The data is indicating".

**8. No questions:** State "This raises important considerations" instead of "What does this mean?"

**9. Avoid colloquial terms:** Use "investigate" instead of "look into".

**10. No empty adverbs**: "The results are significant" instead of "The results are ~~really~~ significant".

**11. Avoid hyperbole:** "The impact is substantial" instead of "The impact is enormous".

**12. Balance viewpoints**: Present multiple perspectives on the topic.

**13. Clear thesis**: Restate your main argument throughout the paper.

**14. No conjunctions at start:** Instead of "But the results differed", use "However, the results differed".

**15. Avoid unnecessary words**: "The study examines" instead of "The study **seeks to** examine".

**16. Clear sentences:** Ensure each sentence conveys a clear, logical idea.

**17. Mean what you write:** Be precise and intentional with your words.

**18. Straightforward language:** "Use" instead of "Utilize".

**19. Short sentences:** Keep sentences under 20 words for clarity.

**20. Remove quantifiers**: "Many participants" instead of "Very many participants".

**21. Vary word choice**: Use synonyms to avoid repetition.

**22. Avoid repeating ideas:** Present each point once, clearly.

**23. Avoid redundancy:** "The blue car" instead of "The blue-colored car".

**24. Gender-neutral language:** "Humanity" instead of "Mankind".

**25. Professional tone:** "The opposing view **lacks evidence**" instead of "The opposing view is wrong".

**26. Avoid imperative voice**: "This paper examines" instead of "Let's examine".

**27. No Latin abbreviations:** "For example" instead of **"e.g., i.e,"**

**28. Accurate paraphrasing**: Ensure synonyms have the same meaning as original words.

# Structure:

1. **Basic essay parts:** Introduction, body paragraphs, conclusion.

2. **Thesis location**: "This essay argues that climate change is a global threat" in the first paragraph.

3. **One main idea per paragraph:** Each paragraph focuses on a single aspect of the topic.

4. **Conclusion without new info:** Summarize main points without introducing new ideas.

5. **Unique conclusion**: Don't copy introduction; provide a fresh summary.

6. **Paragraph length**: 3-4 sentences, maximum 200 words. 70 -80

7. **Sentence length:** Keep sentences under 20 words for clarity.

8. **Paragraph indentation**: Indent 0.5 inches at the start of each paragraph.

**FORMATTING:**

1. **Proper citations:** Follow the required style guide (e.g., APA, MLA) for in-text citations.

**2. Original title:** "Climate Change: A Global Crisis" (less than nine words).

**3. Title placement**: Center the title at the top of the first page.

**4. Text alignment:** Align text to the left margin only, not justified.

**5. Reference list:** Follow style guide for formatting references.

**6. Author names:** Distinguish between first name (Enock) and last name (Marendi).

**7. Internet retrieval date:** Include the date you accessed online sources.

**8. URL format:** Remove [hyperlinks](https://en.savefrom.net/1-youtube-video-downloader-570lt/) from web addresses in references.

**9. Cite facts:** Provide an in-text citation for non-common knowledge.

(use Google Scholar)

**10. Multiple sources:** Use more than just two or three sources throughout the paper.

**PROOFREADING:**

1. **Grammar check:** Use tools like **Gramarly & Quilbot** to catch errors. (*Download Gramarly*) **70%**

2. **Formal style:** Use "investigate" instead of "look into".

3. **Proper punctuation:** Use commas, semicolons, and periods correctly to clarify meaning.

Remember to review your paper **multiple times**, focusing on **different aspects** (structure, content, formatting, grammar 70%, Ai 0%) in each review.

**SOURCE INTEGRATION:**

**Why Source Integration?**

Also known as **Evidence** it helps support your arguments, adds credibility to your writing, and shows you've researched your topic.

**Direct and Indirect Quotations:**

1. **Direct quotations**: Use the author's exact words. “**In quotation marks**”

2. **Indirect quotations**: **Paraphrase or summarize** the author's **ideas in your own words**.

**Choosing Text to Integrate**:

1. Read the **entire** text **carefully.**

2. Identify the **main idea**.

3. Note **important** **supporting** points.

4. Select phrases that might be worth quoting directly. ------ Non common Knowledge & rhythm

**Direct Quoting:**

*Using the exact words from the source.*

**Original**: All the world's a stage, and all the men and women merely players.

Example:

As Marendi wrote, “All the world's a stage, and all the men and women merely players.” (2020, p. 23)

**Summarizing (Indirect Quotation)**

*Condensing the main ideas of a text into your own words.*

Example 1:

**Original**: "The Industrial Revolution, which took place from the 18th to 19th centuries, was a period during which agrarian, rural societies in Europe and America became industrial and urban."

**Summary:** "The Industrial Revolution transformed European and American societies from rural to urban in the 18th and 19th centuries."

Example 2: Restating

**Original:** "Marendi argues that social media negatively impacts mental health."

**Your text**: " In the context of technology's influence on well-being, Marendi's research suggests a negative link between social media use and psychological state.” (Marendi, 2020)

**Paraphrasing:(Indirect Quotation)**

*Restating a specific part of the text in your own words. (synonyms)*

Don't just replace words with **synonyms**. Understand the meaning and rewrite it in your own way. - Be cautious with paraphrasing tools:

- **Altering verb tenses**, **vocabulary**, and **tone:**

Original: "The experiment was conducted last year."

Paraphrase: "Researchers perform the study in the previous year."

Example2:

**Original:** " Terrorism in Africa has led to widespread economic instability, disrupting local markets and discouraging foreign investment in affected regions."

**Paraphrase**: " Terrorist attacks in Africa hurt the economy. They damage local businesses and scare away foreign companies from investing in areas hit by terrorism."

Remember:

- Always cite your sources, whether you're **summarizing**, **paraphrasing**, or **quoting directly.**

- Use direct quotes sparingly, only when the original **wording is crucial.**

- Ensure your **paraphrases and summaries** accurately represent the **original ideas**.

**PLAGIARISM**

**What is Plagiarism?**

Using someone else's ideas or words without proper credit. --- 3% and lower

**Types:**

**1. Unintentional Plagiarism: -** *This occurs when a writer accidentally uses someone else's ideas or words without proper attribution, often due to poor research skills or misunderstanding of citation rules.*

- Not citing sources for uncommon information

- Not using quotes for exact words

- Paraphrasing poorly

- Summarizing without proper attribution

- Misrepresenting the original source's

**Example:** Writing "The earth is 4.54 billion years old" without citing the source.

**2. Intentional Plagiarism: -** *The writer knowingly uses someone else's work or ideas without giving proper credit.*

- Using pre-written papers from the internet

- Copying text without quotation marks or citation

- Making up sources or quotes

- Directly translating foreign language sources without credit

Example: Copying a paragraph from a website and presenting it as your own work.

**3. Consequences of Plagiarism:**

- Damaged student, professional, or academic reputation

- Legal issues

- Financial penalties

- Discredited research

# **You Can Avoid Plagiarism By**

1. **Starting early:**

Example: Begin your research paper a month before it's due, not a week before.

2. **Choosing a citation system:**

Example: Use APA style if you're writing a psychology paper, or MLA for literature.

3. **Summarizing and adding ideas:**

Example: After reading about climate change, write "Studies show global temperatures are rising" and add your own thought "This could lead to more extreme weather events."

**4. Sourcing as you write:**

Example: As soon as you write "According to recent research...", add the citation immediately.

**5. Crediting every source:**

Example: Even if you're analyzing "The River and the source", cite the book when discussing its plot or themes.

**6. Paraphrasing:**

Example: Instead of copying "The cat sat on the mat", write "A feline perched on the rug."

Paraphrased version: "A feline perched on the rug"

In this paraphrase:

1. "Cat" becomes "feline" (**using a synonym**)
2. "Sat" changes to "perched" (**different verb, similar meaning**)
3. "Mat" is replaced with "rug" (**another synonym**)
4. The sentence structure remains similar, but the words are different

**7. Using a plagiarism checker:**

Example: Run your essay through **Turnitin before submitting** it to your professor.

**8. Keeping track of sources:**

Example: Create a list of all books and websites you use, noting why each is reliable.

**APA**

Introduction- *American Psychological Association*

 **Page Number**: Includes the page number of the paper. Top right corner

 **General Formatting**: APA style has specific guidelines for font (usually Times New Roman, 12-point), margins (1 inch on all sides), spacing (double-spaced), and page numbers (in the header, flush right).

 **Cover Page**: Includes the title of the paper, author's name, institutional affiliation, and author note (if applicable). *Give an example on Google Classroom*

 **Abstract**: A brief summary of the paper, around 150-250 words, which highlights the summarizes main points and purpose of the research. *Give an example on Google Classroom*

 **Paragraph**: The main content of the paper, is organized into sections such **Introduction, Body, Conclusion**, conclude, and Discussion depending on the type of research*.*

 **Headings**: Used to organize the structure of the paper, with different **levels of headings** indicating different levels of importance. *Give example on classroom all must be* **bold and title case** regardless their level.

 **In-text Citations**: Whenever you use **information from a source,** whether it's a direct quote, paraphrase, or summary, you must provide an in-text citation that includes the **author's last name and the publication year** (Marendi, 2019).

 **Reference List**: This is a separate page at the end of the paper listing all the sources that were cited in the essay. The format for each reference entry depends on the type of source (e.g., book, journal article, website).

**IN-TEXT CITATION**

1. Explanation – what is a citation *When you tell people where you found your information, it’s called a citation.*

Think of it like saying "**thank you**" to someone who gave you an idea.

***An in-text*** *citation identifies the source of information or ideas. It helps the readers to locate the corresponding entry in the reference list at the end of your paper.*

1. What information to include ---- Formatting (Surname, Year of Publication, **Page Number**) Include a locator if you are using ***direct quotation.*** Page numbers always follow ‘p.5’, P page range always follow “pp.30-32”
2. How to write it--- **Parenthetical**- is where the source information is included in prentheses at the end of a sentence or paragraph, usually before the period. (Marendi, 2023)

**Narrative** - Integrates more naturally in your Paragraph. Only the Sir name is outside the brackets. Marendi (2023)

1. Multiple authors----- 1author, 2authors **&** 3authors **et al**. which means and others Class room Table - 2Authors **“&” -- Parenthetical** **“and” Narrative.**
2. Missing information ----- *Missing Author* – **Use Article title**, *Missing year* -Use **n.d.**

**QUOTES “….”**

***when*** *you take the* ***exact words someone*** *else said or wrote and* ***share them with others***

For example, if your teacher said, "Always be kind," and you told your mom, "My teacher said **always be kind**," that's a quote!

**1. Principles of quoting---**

* the quote has to be **surrounded** by **quotation marks** "quote"
* **Cite** the author **correctly** so make sure you include the (**author's name**, **the year**, **and if it's from a book or journal**, **you need the exact page)**
* Has to be identical to the original----

**2. how to write a quote----**

**Introductory sentence----**

It Provide some ***background information about the author*** or the source of the quote. This adds credibility and context.

***Example:*** *As noted by the* ***renowned psychologist*** *Marendi, "The good life is a process, not a state of being."(2020, p.20).*

**Signal phrase----**

**Signal phrases help** to **introduce the quote smoothly**. Common signal phrases include "according to," "states," "suggests," "notes," and "claims."

***Example:*** *According to Einstein, "Imagination is more important than knowledge."(2022, p.33)*

**Integrate it in your own sentence-----**

***Example:*** *Marendi. emphasized the importance of* ***justice*** *when he said, "Injustice anywhere is a threat to justice everywhere."(2020, p. 34).*

**3. Difference between short & long Quote---- Direct quotes & Block quotes**

**Direct quotes**

**Definition:** A short quote is any direct quotation that is **fewer than 40 words**.

* **In-text:** Includes the quote into the paragraph of your Essay, enclosed in “**double quotation marks**”.
* **Citation:** Include the **author's last name**, **the year of publication**, and the **page number**.

**Example:** According to Marendi, “climate change is accelerating at an unprecedented rate” (2020, p.10)

**Block quotes**

*Directly quoting another author words in your paper that* **Contains 40 words or more**

1. **New Line:** Start the block quote on a new line.
2. **First Word Lowercase:** The first word of the block quote should start with a lowercase letter, unless it is a proper noun or the beginning of a sentence.
3. **Indent ½ Inch:** Indent the entire block quote ½ inch from the left margin.
4. **Double Space:** The entire block quote should be double-spaced.
5. **No Quotation Marks:** Do not use quotation marks around the block quote.
6. **Cite Page Number:** Cite the specific page number for direct quotes and paraphrases of information from that page.
7. **Period Placement:** For block quotes, place the period before the citation (e.g., end the quote, then include the citation).

**References**

**Rules**

1. **Title the page:** “References” (centered, bold).
2. **Alphabetical order:** Arrange entries by the last name of the first author.
3. **Indent:** Indent **0.5 inches Hanging**.
4. **Double space:** Double-space all entries.
5. **Author format:** Last name, initials (e.g., Last Name, First Name Initial. Middle name initial. Marendi, E. K.).
6. **Authors:** Mention all Authors **do not use et al.** Separate with commas and use and as a sign (&) before the last author.
7. **Publication date:** Year in parentheses right after the author(s).
8. **Title and source:** Italicize titles of books and journals; capitalize as required.
9. **Publication information:** Include publisher for books; journal name, volume, issue, and page range for articles.

**Examples**

1. Author's Name: - Enock Kerama Marendi
2. Year of Publication:- 2023
3. Title:- The Art of Fictional Worlds
4. Publisher Name:- Imagination Press
5. Location of the publishing Company:- Kenya
6. URL of the webpage (https://www.imaginationpress.com/art-fictional-worlds)
7. Volume number (15) and issue number (2)
8. Page numbers (45-67)

**The specific format varies depending on the type of source (e.g., book, journal article, website). basic outline:**

**Book**

Author Last Name, Initials. (year of publication). *Title of the book*. Publisher Name, Location of the publishing company.

Marendi, E. K. (2023). *The Art of Fictional Worlds*. Imagination Press, Kenya.

**Journal**

Surname, A., & Surname, B. C. (year of publication). Title of the journal article. *Name of the Journal, volume number*(issue number), pages.

Marendi, E. K. & Marendi, E. K. (2023). The Art of Fictional Worlds. *Imagination Press*, *15*(2), 45-67.

**Webpage**

Surname, A. B. & Surname, C. D. (year of publication). Title of webpage. <https://www.someaddress.com/full/url/>

Marendi, E. K. & Marendi, E. K. (2023). The Art of Fictional Worlds. https://www.imaginationpress.com/art-fictional-worlds

**HAVARD FORMATTING**

**1. Explanation ----**It's a referencing style also known as the **author-date system**, which is a widely used method of citing sources in academic writing.

**2. General Formatting ---- *Running head and page number****,* font (usually Times New Roman, 12-point), margins (1 inch on all sides), spacing (double-spaced) *Spacing single- 550 or Double 275.*

**3. Abstract**: A summary of the paper, typically around 150-200 words, which highlights the main points and purpose of the research. ***Only include when you are asked by the client.***

**4. Levels ---- *There are three levels***

*❖* ***Level 1***

*Start in a new line, centered, Regular Type*

*❖* ***Level 2***

*Start in a new line, Align Left, Italicized, Title case*

*❖* ***Level 3***

*Start in a new line Indented (0.5” from the left margin), italicized, lowercase****.***

**5. What information to include when citing -----** Formatting (Surname, year of publication, **Page Number**) Include a locator if you **are using** direct quotation. Page numbers always follow ‘p.5’, Page range always follow “pp.30-32”

**6. How to integrate it in a sentence** --- **Parenthetical**- is where the source information is included in parentheses at the end of a sentence or paragraph, usually before the period. (Marendi, 2023)

**Narrative** - Integrates more naturally in your Paragraph. Only the Sir name is outside the brackets. Marendi (2023)

**7. Multiple authors**----- 1author, 2authors **and** 3authors **et al**. which means and others Class room Table - 2Authors **“and” -- Parenthetical** **“and” Narrative.**

**8. Missing information -----** *Missing Author* – **Use Article title**, *Missing year* -Use **n.d.**

shortened title of the work put in quotation marks (for short works)

or italicized (for longer works) + year of publication + page number (in

case of direct quote).

**("Climate Change and Agriculture"2015, p. 6).**

***Climate Change and Agriculture: Challenges and Adaptations* (n.d., p. 6).**

**QUOTES “….”**

***when*** *you take the* ***exact words someone*** *else said or wrote and* ***share them with others***

For example, if your teacher said, "Always be kind," and you told your mom, "My teacher said **always be kind**," that's a quote!

**1. Principles of quoting---**

* the quote has to be **surrounded** by **quotation marks** "quote"
* **Cite** the author **correctly** so make sure you include the (**author's name**, **the year**, **and if it's from a book or journal**, **you need the exact page)**
* Has to be identical to the original----

**2. how to write a quote ----**

**Introductory sentence----**

It Provide some ***background information about the author*** or the source of the quote. This adds credibility and context.

***Example:*** *As noted by the* ***renowned psychologist*** *Marendi, "The good life is a process, not a state of being."(2020, p.20).*

**Signal phrase----**

**Signal phrases help** to **introduce the quote smoothly**. Common signal phrases include "according to," "states," "suggests," "notes," and "claims."

***Example:*** *According to Albert Einstein, "Imagination is more important than knowledge."(2022, p.33)*

**Integrate it in your own sentence-----**

***Example:*** *Marendi. emphasized the importance of* ***justice*** *when he said, "Injustice anywhere is a threat to justice everywhere."(2020, p. 34).*

**3. Short/ Direct quotes & long Quote/ Block quotes**

**Direct quotes**

**Definition:** A short quote is any direct quotation that is **fewer than 25 words**.

* **In-text:** Includes the quote into the paragraph of your Essay, enclosed in “**double quotation marks**”.
* **Citation:** Include the **author's last name**, **the year of publication**, and the **page number**.

**Example:** According to Marendi, “climate change is accelerating at an unprecedented rate” (2020, p.10)

**Block quotes**

*Directly quoting another author words in your paper that* **Contains 25 words or more**

1. **New Line:** Start the block quote on a new line.
2. **First Word Upper case:** The first word of the block quote should start with a uppercase letter
3. **Indent 0.5 Inch:** Indent the entire block quote 0.5 inch from the left margin.
4. **Double Space:** The entire block quote should be double-spaced.
5. **No Quotation Marks:** Do not use quotation marks around the block quote.
6. **Cite Page Number:** Cite the specific page number for direct quotes and paraphrases of information from that page.
7. **Period Placement:** For block quotes, **place the period** After the citation (e.g., end the quote, then include the citation).
8. **Spaces:** There are spaces **above** and **below** long quotations.

**Reference rules**

**Rules**

1. **Title the page:** “References” (centered, **bold**) and Placed on a separate page at the end of the Essay
2. **Alphabetical order:** Arrange entries by the last name of the first author.
3. **Indent:** Indent **0.5 inches Hanging**.
4. **Double space:** Double-space all entries (no extra spaces between the lines).
5. **Author format:** Last name, initials (e.g., Last Name, First Name Initial. Middle name initial. Marendi, E. K.).
6. **Authors:** Mention all Authors **do not use et al.** Separate with commas and use and as a conjunction (and) before the last author.
7. **Publication date:** ‘N.d.’ is used for the sources **without a date**.
8. **Title and source:** Italicize titles of books and journals; capitalize as required.
9. **Publication information:** Include publisher for books; journal name, volume, issue, and page range for articles.

**Examples**

1. Author's Name: - Enock Kerama Marendi
2. Year of Publication:- 2023
3. Edition:- 3rd edition.
4. Title:- The Art of Fictional Worlds
5. Publisher Name:- Imagination Press
6. Location of the publishing Company:- Kenya
7. URL of the webpage (https://www.imaginationpress.com/art-fictional-worlds)
8. Volume number (15) and issue number (2)
9. Page numbers (45-67)

**1. Book with 1 Author:**

Author Last Name, Initials. (year of publication). *Title of the book*. Edition. Publisher Name, Location of the publishing company.

Marendi, E. K. (2023). *The Art of Fictional Worlds*. 3rd edition. Imagination Press, Kenya.

**a. Book with 2 Author:**

Author Last Name, Initials. and Author Last Name, Initials. (year of publication). *Title of the book*. Edition. Publisher Name, Location of the publishing company.

Marendi, E. K. and Marendi, E. K. (2023). *The Art of Fictional Worlds*. 3rd edition. Imagination Press, Kenya.

**2. Webpage:**

Author Last Name, Initials. (year of publication). Title of the webpage. [Online] Available at: URL [Accessed Day Month Year].

Marendi, E. K. (2023). *The Art of Fictional Worlds*. [Online] Available at: <https://www.imaginationpress.com/art-fictional-worlds> [Accessed 12 September 2024].

**3. Journal Article:**

Author Last Name, Initials. (year of publication). Title of the article. *Title of the Journal*, Volume number (Issue number), Page numbers.

Marendi, E. K. (2023). The Art of Fictional Worlds. *Journal of Fictional Studies*, 15(2), pp.45-67.

*Assuming the journal article is actually a part of "The Art of Fictional Worlds" and not a different title*

**MLA**

Introduction- *Modern Language Association*

 **Page Number& Running Head**: Includes the page number & Last name: 1 running head of the paper. Top right corner

 **General Formatting**: MLA style has specific guidelines for font (usually Times New Roman, 12-point), margins (1 inch on all sides), spacing (double-spaced), and page numbers & Running Head (in the header, flush right).

 **Title Page**: No cover page unless specifically requested.

* Name, instructor's name, the course, and the date are listed in the upper left corner on the first page.
* Title is centered, regular type, not put in quotation marks.
* Double spacing between the **title** and **the first line of the paragraph**. **2.0**
* Header in the upper right-hand corner that includes author’s Lastname, followed by a space with: a page number.
* Page numbers are placed in the top right corner and start on the first page.

 **Headings:** Also called levels and are used to organize the structure of the paper. In MLA we have **5 levels**. For **Numbered & Unnumbered** (by level) *Give example on classroom*

 **Paragraphs**: The main content of the paper, is organized into parts which are Introduction paragraph, Body Paragraph, Conclusion Paragraph, and Works Cited

 **What information to include when in-text citing** ----- Formatting (**Surname Page Number**) Include locator for both direct quotation and paraphrased content. **(Marendi 25)**

**Abbreviations for additional information:**

**vol.** = volume, **bk**. = book, **pt.** = part, **ch.** = chapter, **sec.** = section, **par.** = paragraph

*Page number + semicolon + additional citation information*

**Example 3**

Marendi described human history as marked by class struggles (79; ch. 1).

***More on classroom 8***

 **In-text Citations**: PARANTHETICAL & NARRATIVE (Author's last name and the page number) ***if available***.

**Parenthetical**- is where the source information is included in parentheses at the end of a sentence or paragraph, usually before the period. (Marendi 45)

**Narrative** - Integrates more naturally in your Paragraph. Only the Sir name is outside the brackets. Marendi (45)

Examples

Parenthetical in-text citation: **(Marendi 45)**

Narrative: **Marendi argues that "His quote" (45).**

Multiple ***works by the same author***: Include a shortened title: (Marendi, "Art of Writing" 23) (Marendi, "Art of Citation" 41)

Multiple sources in one citation: Separate with semicolons: (**Marendi 45; Kerama 12**)

**Several studies** have shown a correlation between exercise and improved mental health (**Marendi 45; Kerama 12**).

**Electronic Sources**

Author(s)’ surname(s) without page numbers

One online film critic stated that Fitzcarraldo is "...a beautiful and terrifying critique of obsession and colonialism" (Marendi).

1. **In case your intext citation is from the abstract:**

Use "**Abstract**" in place of the page number. Supported in 3 occasions

**example**

Parenthetical-- **(Marendi Abstract)**

Narrative---- Marendi argues in the **abstract** that...

In your **Reff entry**, --- Marendi argues in indicate that you're citing an abstract:

Marendi, Sarah L. "The Impact of Regular Exercise on Cognitive Function." *Journal of Health Psychology*, vol. 28, no. 3, 2023, pp. 40-52. PsycINFO, https://doi.org/10.1111/jhp.12345. Abstract.

1. **Multiple works by the same author You can include the year:**

If you're citing multiple works by the same author, and the Works Cited page doesn't make it clear which work you're referencing, you can include the year:

Marendi argues in his **2019** work that... (45)

another work, Marendi's **2021** study shows. (78)

1. **Clarifying timelines *(year)***

If the year is crucial to your argument or to understand the context:

As early as **1995**, Johnson suggested that... (23)

 **Multiple authors**----- 1author, **2authors “and”** 3 **authors et al**. which means **and others**

Multiple authors: **One author:** (Marendi 20) **Two authors:** (Marendi and Kerama 78)

**Three or more authors:** (Marendi et al. 90)

 **Missing information** ----- Missing Author – **Use Article title**, Missing year -**Use n.d.**

shortened title of the work put in quotation marks (for short works) or italicized (for longer works) + page number.

**("Climate Change and Agriculture" 6).**

***Climate Change and Agriculture: Challenges and Adaptations* (6).**

 **Short Quotations & Long Quotations ----- Classroom p 10-11**

**Short Quotations:**

* Used for **less than 4 lines of prose** or **less than 3 lines of verse**.
* Enclose the quote in **double quotation marks**.
* Add a **page number citation** in parentheses after the quote (use line numbers for verse).
* **Punctuation** (like periods and commas) come **after** the citation, but **question marks** and **exclamation points** stay **inside the quotes**.

**Examples**:

1. "Dreams express profound aspects of personality" (Marendi 184).
2. Is it possible that dreams express "profound aspects of personality" (Marendi 184)?

**Long Quotations:**

* Used for **more than 4 lines of prose** or **more than 3 lines of verse**.
* No quotation marks are used.
* The text is placed in a **block format**, indented **1 inch** from the left margin.
* The entire block is **double-spaced**.
* The **parenthetical citation** is placed **after** the punctuation at the end of the block.
* For multiple paragraphs, the first line of each is indented an **extra 0.25 inches**.

**Example**: If you have a longer quote that **exceeds 4 lines** of prose, it would look like this:

*Dreams may express profound aspects of personality.*

*The study suggests that the deeper layers of consciousness*

*might surface during sleep, allowing individuals to*

*connect with parts of themselves that are otherwise*

*hidden. (Marendi 184)*

In this case, there are no quotation marks, and the citation comes after the period.

**N/b -- Prose** is regular *writing or speaking, like how we talk or write in stories, books, or conversations. It doesn’t have a special rhythm or rhyme like poetry does. It's just everyday language.*

**Example of prose***:*

* *"The sun set behind the mountains, casting a golden glow across the valley."*

*In contrast, poetry has a rhythm, structure, and sometimes rhyme.*

**Example of poetry***:*

* *"The sun sets low, its golden hue, / Bids the day a soft adieu."*

A **verse** is *a type of writing found in poetry. It often has a special rhythm, structure, or rhyme. Unlike regular writing (prose), verse follows patterns, like lines and stanzas, and may sound musical.*

**Example of verse**:

"Twinkle, twinkle, little star,  
How I wonder what you are!"

**Works Cited**

 **Reference List**: In MLA references are Labeled **Work Cited** for 1 source and **Works Cited** for 2 or more

* The **Works Cited** (or **Work Cited** for one source) page goes at the end of your paper.
* Use 1-inch margins.
* Include a page number and header, like the rest of the pages.
* Title it "**Work Cited**" (if **one source**) or "**Works Cited**" (**if more than one**), **centered and not in quotes**.
* Use **Times New Roman** 12, 0.5" **hanging indent**, **double-spaced**, and **alphabetical order**
* Use quotation marks for **titles of shorter works** (articles, essays)
* For journals, list page numbers as "pp. 250-255" for pages 250 to 255.

**Elements of a Work cited:**

1. Author(s), Title of work, Title of container (if applicable), Other contributors (if applicable), Version (if applicable), Number (if applicable), Publisher, Publication date, Location.

**Rules:**

- Begin with the author's Last name, followed by a **comma** and the First Name Middle Initial (if available)

**Example: -**

***Marendi, Sarah L.***

**Example information:**

1. **Author's Name**: Enock Kerama Marendi

2. **Year of Publication**: 2023

3. **Title:** The Art of Fictional Worlds

4. **Publisher Name**: Imagination Press

5. **Location of the publishing Company**: Kenya

6. **URL**: www.imaginationpress.com/art-fictional-worlds

7. **Volume number:** 15, Issue number: 2

8. **Page numbers**: 45-67

**Book with One Author:**

* **Format:** Author’s Surname, First Name. *Title of the Book*. Publisher, Year.
* **Example:** Marendi, Enock Kerama. *The Art of Fictional Worlds*. Imagination Press, 2023.

**Book with More Than One Author:**

* **Format:** First author’s surname, First Name, and subsequent authors in First Name Surname format. *Title of the Book*. Publisher, Year.
* **Example:** Marendi, Enock, and Enock, Marendi. *The Art of Fictional Worlds*. Imagination Press, 2023.

**Article in a Magazine:**

* **Format:** Author(s). "Title of Article." *Title of Magazine*, vol. Volume Number, no. Issue Number, Date, pp. Page Numbers.
* **Example:** Marendi, Enock Kerama. "The Art of Fictional Worlds." *Imagination Press*, **vol.** 15, **no.** 2, 2023, pp. 45-67.

**Article in a Newspaper:**

* **Format:** Author(s). "Title of Article." *Newspaper Name*, no. Issue Number, Date, pp. Page Numbers.
* **Example:** Marendi, Enock Kerama. "New Health Center Targets." *Washington Post*, no. 24, May 2007, pp. 25-28.

**Entire Website:**

* **Format:** *Title of Website*. Publisher, Year, URL. Accessed Date.
* **Example:** *The Purdue OWL Family of Sites*. Imagination Press, 2008, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

**Web Page:**

* **Format:** Author(s). "Title of Web Page." *Website*, URL. Accessed Date.
* **Example:** Marendi, Enock Kerama. " Academic” *Marendi*, [www.marendi.com/how\_10727\_Academic.html](http://www.marendi.com/how_10727_Academic.html). Accessed 6 July 2023.

**CHICAGO**

Introduction- *is a comprehensive style guide widely used in publishing, particularly for American English. It covers grammar, punctuation, and citation styles*

 **Page Number**: Includes the page number of the paper. Top right corner

 **Cover Page Number**: Insert > Page Number >Top Page number >Plain Number 3 > **Different First page**

**Insert > Page Number > Format page Number > Start at: 0**

 **General Formatting**: (usually Times New Roman, 12-point), margins (1 inch on all sides), spacing (double-spaced), and page numbers.

 **Title Page**: Includes the title of the paper, Name, Course and Date *Example on Google Classroom*

 **Abstract**: A brief summary of the paper, around 150-250 words, which highlights the summarizes main points and purpose of the research. *Give an example on Google Classroom*

**Paragraphs**: The main content of the paper, is organized into sections such **Introduction, Body, and Conclusion** The main content of the paper **1st** page **has no title**

 **Headings**: Used to organize the structure of the paper, with different **levels of headings** indicating different levels of importance.

***Levels 1---------*** **Centered and bolded. *Levels 2---------*** **Centered, not bolded, and Title Case. *Levels 3---------*** **flush left, bolded and capitalized.**

 **In-text Citations**: Whenever you use **information from a source,** whether it's a direct quote, paraphrase, or summary, you must provide a **Foot Note** that starts with the author's First name.

For identical footnotes ---- *should use* ***Ibid., 8***

**ENOCK, MARENDI, and Selma James. "The Power of Women and the Subversion of the Community." *Class: The Anthology* (2017): 79-86.**

 **Reference List**: In Chicago it is called a **“Bibliography”** This is a separate page at the end of the paper listing all the sources that were cited in the essay. The format for each reference entry depends on the type of source (e.g., book, journal article, website).

**FOOT NOTES**

1. Explanation – A footnote is a reference, explanation, or comment placed below the main text on a printed page

Think of it like saying "**thank you**" to someone who gave you an idea.

1. What information to include ---- Author's Fast Name, "Title of the Work," in *Title of the Book* (Place of Publication: Publisher, Year), **Page Number**.

Enock K., Marendi, " Climate Change in Kenya," in *Environmental Challenges* (Nairobi: East African Publishers, 2022), **127**.

1. How to integrate it in a sentence --- Footnotes are commonly used for citations instead of **Parenthetical & Narrative** in-text citations.

**At the end of a sentence:** Climate change is significantly affecting agricultural practices in Africa.1

 **After a specific claim within a sentence**: Marendi's research2 suggests that smallholder farmers are the most vulnerable to climate shifts.

 **After a quotation:** As Marendi states, "Adaptive farming techniques are crucial for food security in the face of changing weather patterns."3

**At the end of a sentence discussing an idea from a source:** Your paragraph discussing Marendi's ideas about climate change and agriculture4

1. Multiple authors----- 2authors “**and”** 3authors “**and”** 4 authors **et al**. which means and others

**Two authors:** Enock Marendi **and** Jane Doe, "Title of the Work," in *Book Title* (City: Publisher, Year), Page Number.

**Three authors:** Enock Marendi, Jane Doe, and Robert Johnson, "Title of the Work," in *Book Title* (City: Publisher, Year), Page Number.

**Four or more authors:** Enock Marendi **et al.,** "Title of the Work," in *Book Title* (City: Publisher, Year), Page Number.

1. Missing information -----

**No author:** Begin the citation with the **title of the work**.

**No date:** Use "n.d." (which stands for "no date") in place of the year.

**No place of publication:** Use "n.p." (which stands for "no place").

**No publisher:** Use "n.p." (which in this case stands for "no publisher").

**No page numbers:** You can omit the page number or use a chapter or section number if available.

**QUOTES “….”**

***when*** *you take the* ***exact words someone*** *else said or wrote and* ***share them with others***

For example, if your teacher said, "Always be kind," and you told your mom, "My teacher said **always be kind**," that's a quote!

**1. Principles of quoting---**

* The quote has to be **surrounded** by **quotation marks** "quote"1
* The superscript number for the footnote comes after the **closing quotation mark** and any punctuation.
* Has to be identical to the original----
* The full citation details appear in the footnote at the **bottom of the page**.

**2. how to introduce a quote----**

**Introductory sentence----**

It Provide some ***background information about the author*** or the source of the quote. This adds credibility and context.

***Example:*** *As noted by the* ***renowned psychologist*** *Marendi, "The good life is a process, not a state of being."***1**

**Signal phrase----**

**Signal phrases help** to **introduce the quote smoothly**. Common signal phrases include "according to," "states," "suggests," "notes," and "claims."

***Example:*** *According to Albert Einstein, "Imagination is more important than knowledge.*"**2**

**Integrate it in your own sentence-----**

***Example:*** *Marendi. emphasized the importance of* ***justice*** *when he said, "Injustice anywhere is a threat to justice everywhere."****3***

**3. Difference between short & long Quote---- Direct quotes & Block quotes**

1. Short Quotes (Direct Quotes):

* Used for quotations of fewer than **100 words** or that do not exceed **5 lines of text**.
* Incorporated directly into the text.
* Enclosed in **double quotation** marks.
* Followed by a superscript **footnote** number.

Example: **Marendi** argues that "the impact of climate change on agriculture is undeniable."**1**

1. Long Quotes (Block Quotes):

* Used for quotations of **100 words or more**, or that exceed **5 lines** of text.
* Starts in a new paragraph.
* Indented **0.5 inch** from the left margin.
* *Single-spaced.*
* **Do not** use **quotation** marks.
* The footnote number appears at the end of the block quote.

Example: Marendi provides a comprehensive view of the issue:

Climate change affects agriculture in multiple ways, including shifts in temperature and precipitation patterns, increased frequency of extreme weather events, and changes in pest and disease pressures. Climate change affects agriculture in multiple ways, including shifts in temperature and precipitation patterns, increased frequency of extreme weather events, and changes in pest and disease pressuresThese factors Climate change affects agriculture in multiple ways, including shifts in temperature and precipitation patterns, increased frequency of extreme weather events, and changes in pest and disease pressures collectively pose significant challenges to global food security, particularly in developing regions where adaptive capacity is often limited.**1**

**References**

**Rules**

**Title the page:** "**Bibliography**" (centered, not bold).

**Alphabetical order:** Arrange entries by the last name of the first author.

**Indent:** Use a hanging indent of 0.5 inches for each entry.

**Spacing:** Single-space each entry, with a blank line between entries.

**Author format:** Last name, First name Middle name (e.g., Marendi, Enock Kerama).

**Authors:** For up to **ten authors**, list all names. For more than ten, list the first seven followed by "et al."

**Publication date:** Year comes after the publisher for books, or at the end for journal articles.

**Title and source:** Italicize titles of books and journals; use headline-style capitalization for titles.

**Publication information:** For books, include place: publisher, year. For articles, include journal name, volume, issue (if applicable), year, and page range.

**Punctuation:** Use periods to separate each element of the citation.

**URLs and DOIs:** Include for online sources, without "https://" for URLs.

**Access dates:** Include for online sources without a publication date.

**Examples**

1. Author's Name: - Enock Kerama Marendi
2. Year of Publication:- 2023
3. Title:- The Art of Fictional Worlds
4. Publisher Name:- Imagination Press
5. Location of the publishing Company:- Kenya
6. URL of the webpage (https://www.imaginationpress.com/art-fictional-worlds)
7. Volume number (15) and issue number (2)
8. Page numbers (45-67)

**The specific format varies depending on the type of source (e.g., book, journal article, website). basic outline:**

**Book with One Author:**

* **Format:** Author’s Surname, First Name. *Title of the Book*. Publisher, Year.  
  **Example:** Marendi, Enock Kerama. *The Art of Fictional Worlds*. Imagination Press, 2023.

**Book with More Than One Author:**

* **Format:** First author’s surname, First Name, and subsequent authors in First Name Surname format. *Title of the Book*. Publisher, Year.  
  **Example:** Marendi, Enock, and Enock Marendi. *The Art of Fictional Worlds*. Imagination Press, 2023.

**Article in a Magazine:**

* **Format:** Author(s). "Title of Article." *Title of Magazine*, vol. Volume Number, no. Issue Number, Date, pp. Page Numbers.  
  **Example:** Marendi, Enock Kerama. "The Art of Fictional Worlds." *Imagination Press*, vol. 15, no. 2, 2023, pp. 45-67.

**Article in a Newspaper:**

* **Format:** Author(s). "Title of Article." *Newspaper Name*, no. Issue Number, Date, pp. Page Numbers.  
  **Example:** Marendi, Enock Kerama. "New Health Center Targets." *Washington Post*, no. 24, May 2007, pp. 25-28.

**Entire Website:**

* **Format:** *Title of Website*. Publisher, Year, URL. Accessed Date.  
  **Example:** *The Purdue OWL Family of Sites*. Imagination Press, 2011, owl.english.purdue.edu/owl. Accessed 23 Apr. 2008.

**Web Page:**

* **Format:** Author(s). "Title of Web Page." *Website*, URL. Accessed Date.  
  **Example:** Marendi, Enock Kerama. "Academic Marendi." *Marendi*, [www.marendi.com/how\_10727\_Academic.html](http://www.marendi.com/how_10727_Academic.html). Accessed 6 July 2023.

**For locked contents with abstracts:**

Instead of a page number, use the word **"Abstract"** in parentheses. For example:

(Marendi, 2020, Abstract).

*In the reference list:*

Include the notation **"[Abstract]"** after the title of the article. For example:

Marendi, E.K. (2020) 'Title of the article' **[Abstract],** Journal Name, volume(issue), pp. xx-xx.

**Instances not to include page number**

When you are taking the main Idea

The study on sleep patterns revealed significant differences between age groups

(Marendi, 2019).