

## DIRECTIONS FOR PREPARING FORMAL PAPERS AT SOMERSET

1. **PAPER:** Paper must be white, 8 ½" X 11", and bound by a staple in the upper left-hand corner.
2. **TITLE PAGE:** The main title is horizontally centered on the top half of the page (default margins).
  1. 8 Enters (about one-third down the page)
  2. Title is in initial caps.
  3. Title is centered.
  4. Could use a slightly larger font size than text.
  5. Enter 12 times after title/subtitle.
  6. Type and center the name of the writer.
  7. Enter 16 times after the name of the writer.
  8. Type and center the name of the course.
  9. Double space and type the name of the teacher.
  10. Double space and type the date.

\* Save the first cover page, and simply make adjustments for every assignment that follows. \*
3. **FORMAT:**
  1. **Spacing**

All papers are to be double spaced. DO NOT force double spacing by pressing enter at the end of each line. Let WordPerfect adjust the line spacing. This can be done by completing these steps at the beginning of the document: *format> line> spacing> 2.0*
  2. **Margins**

Do not move the margins. They are set to the correct measurements.
  3. **Page Numbers**

The first page does not require a number. For all other pages, the number should appear one inch from the top at the right hand margin. Let the computer do it by following these steps: *format> page> numbering*
  4. **Font and size**

When typing a report, use a regular font (Times New Roman or Arial) and size 12.
  5. **Justification**

Justification means how the text is lined up on the page. To fully justify is to make the text equally spaced and in block style. To do this, follow these steps: *format> justification> full*
  6. **Word Count**

To find out the number of words in a report, follow these instructions: *file> properties> information*
4. **PLAGIARISM:**

Plagiarism is the practice of taking someone else's thoughts, writings, or ideas and passing them off as one's own. This involves direct copying and rewording of someone else's work. Please see your teacher to learn proper quotation and citation methods to avoid plagiarism.
5. **QUOTATIONS:**
  1. **Short quotations-** (three lines or less, except for poetry) are run in with the text using quotation marks.

**Ex.** The Buddhist faith had a very interesting start. "In the beginning the Buddha found enlightenment under the bodhi tree, near what is now Nepal" (McDowell 75).

2. **Long quotations-** When you quote more than four typed lines of prose or more than three lines of poetry, set off the quotation by indenting it 10 spaces from the left margin. Long quotations should be introduced by an informative sentence, usually followed by a colon. Quotation marks are unnecessary because the indented format tells readers that the words are taken directly from the source.

**Ex.** Devout Buddhists follow the teachings of the Four Noble Truths and the Eightfold Path. Each Contains the essence that unites all Buddhists today:

Life is full of suffering; that most of that suffering, including the fear of death, can be traced to “desire”, the man’s habit of seeing everything through the prism of the self and its well-being; that this craving can be transcended, leading to peace and eventually to an exalted state of full enlightenment called Nirvana (McDowell 71).

6. **WORKS CITED:**

A list of works cited, which appears at the end of a paper, gives full publishing information for each of the sources you have cited in the paper. Start on a new page and title your list Works Cited. Then list in alphabetical order all the sources that you have cited in the paper. Alphabetize the list by the last names of the authors (or editors). If a work has no author or editor, alphabetize by the first word of the title other than *a*, *an* or *the*.

**BOOK WITH ONE AUTHOR**

Atwood, Margaret. Lady Oracle. Toronto: McClelland & Stewart, 1976.

**NEWSPAPER ARTICLE**

Barnett, Vicki. “Lower Wages Feared from Work-Rights Law.” Calgary Herald May, 1995: B4

**COMPUTER SOFTWARE**

Broderbund Software. “Canada.” PC Globe 5.0. Computer Software. Broderbund Software Inc., 1992.

**GOVERNMENT REPORT**

Canada. Industry Canada. Explorations in Science Culture. Ottawa: Ministry of Supply and Services Canada, 1995.

**ENCYCLOPEDIA ARTICLE, NO AUTHOR GIVEN**

“Columbia Icefield.” The Canadian Encyclopedia. 1988 ed.

**BOOK WITH TWO OR MORE AUTHORS**

Colombo, John Robert, David J. Shaw, and Peter Whalley. Colombo’s Book of Canadian Proverbs, Graffiti, Limericks, & Other Vital Matters. Edmonton: Hurtig, 1975.

**TELEVISION PROGRAM**

Compass. CBC, Charlottetown. Producer/Director Claire Nantes. 6 April, 1997.

**INTERNET (WWW)**

DiStefano, Vince. “Guidelines for Better Writing.” Online. Internet. 9 January, 1999. Available: [http://www.usa.net/~vined/home/better\\_writing.html](http://www.usa.net/~vined/home/better_writing.html).

INTERNET (WWW) NO AUTHOR GIVEN

“Guidelines for Better Writing.” Online. Internet. 9 January, 1999.  
Available: [http://www.usa.net/~vined/home/better\\_writing.html](http://www.usa.net/~vined/home/better_writing.html).

INTERNET (NEWSGROUP)

Easton, Nicholas. “Technical German.” Online posting. 5 May, 1994.  
Available: newsgroup comp.edu.languages.natural. Usenet.

MAGAZINE ARTICLE, NO AUTHOR GIVEN

“Growing Pains.” MacLean’s. 8 January, 1996:38.

NEWSPAPER ARTICLE, NO AUTHOR GIVEN

“Joseph Ghiz Memorial Scholarship Fund Seeks Support.” The Journal-Pioneer.  
20 March, 1997:2.

MAGAZINE ARTICLE, AUTHOR GIVEN

Picovich, Edward. “School of the Future: Plugged in Learning.” MacLean’s.  
30 September, 1991: 23-32

VIDEOTAPE

Secrets of the Titanic. Videotape. Dir. Nicholas Noxon. Narr. Martin Sheen. National Geographic Society,  
1986. 60 min.

PERSONAL INTERVIEW

Stewart, Basil. Mayor, City of Summerside. Personal Interview. 25 March, 1997.

WORKS IN ANTHOLOGY

Synge, J.M. “On an Anniversary.” The New Oxford Book of Irish Verse.  
Ed. Thomas Kinsella. Oxford: Oxford University Press, 1986. 318.

PAMPHLET

Unions...Part of Your Future. Pamphlet. Canadian Labour Congress, 1987.

\* The directions have prepared in conjunction with the high school handbook. \*