

Developing Writing Skills

Advanced Functional and Applied Skills
in the use of English Academic Writing



Module 2

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The Mechanics of Writing

- Use of Punctuation and Spelling
- Use of Italics, Names of Persons, Numerals
- Use of quotations and conventions of academic writing

Use of Punctuation and Spelling





Spelling

- Consistency
 - Spelling must be consistent throughout the research paper.
 - Consistency must be used in case of hyphenation.
 - Only one dictionary must be used.
 - The first entry in case of variant spellings must be used.
 - In case of quotations, the original spellings must be retained, even if they are wrong.



Spelling

- Word Division
 - Dividing words at the ends of lines is best avoided.
 - In case a word is divided at the end of a line the division must be at the end of a syllable.
- Foreign words
 - In case of quotation of a foreign material all accent and other marks must be reproduced as they appear in the original.
 - e.g. école, pietá, tête, leçon, Fähre etc.



Spelling

- Plurals

- Normally in English the tendency is to form a plural with the use of suffix –s or –es except for some words (*children, halves, mice, bison*).
- In American English the tendency is often to form plural by adding these suffixes – *librettos* and *formulas* used instead of *libretti* or *formulae*. However, in some cases original plural forms are retained (viz. *alumni, phenomena*).
- In case of multiple plural forms for a word



Punctuation: Commas

- a) Use commas before a coordinating conjunction (*and, but, for, nor, or, so, yet*) joining independent clauses in a sentence.
 - Parliament passed the bill, and the president signed it into a law.
 - The poem is ironic, for the poet's meaning contrasts with her words.
- The comma may be omitted when the sentence is short and the connection between the clauses is not open to misreading.
 - Babita sings and Neha plays guitar.



Punctuation: Commas

- b) Use commas to separate words, phrases and clauses in a series.

WORDS

- Shakespeare's plays have inspired films, operas, and paintings.

PHRASES

- People are rushing to the ISL to watch good football, mix with celebrities, and have great fun.

CLAUSES

- In the Great Depression, millions lost their jobs, businesses failed, and charitable institutions closed their doors.
- Use semicolons when items in a series have internal commas
 - Pollsters focused their attention on Arambagh, Hooghly; Uluberia, Howrah; and Kalna, Burdwan.



Punctuation: Commas

- c) Use comma between coordinate adjectives – i.e. adjectives that separately modify the same noun.
 - Critics are in all praise of the novel's unaffected, unadorned style.

- d) Use commas in case of a parenthetical comment, or an aside, if it is brief and closely related to the rest of the sentence.
 - The Mughals, for example, ruled over a vast stretch of India.



Punctuation: Commas

- e) Use comma to set off a nonrestrictive modifier – i.e., a modifier not essential to the meaning of the sentence and that can be dropped without changing the main sense of the sentence.

Words in Apposition

- **NONRESTRICTIVE**
 - Gabriel García Márquez, the Colombian novelist, received the Nobel prize in literature in 1982.
- **RESTRICTIVE**
 - The Colombian novelist Gabriel García Márquez received the Nobel prize in literature in 1982.



Punctuation: Commas

- **Clauses beginning with *Who, Whom, Whose, Which, and That***

NONRESTRICTIVE

- Scientists, who must observe standards of objectivity in their work, can contribute usefully to public-policy debates.

RESTRICTIVE

- Scientists who receive the Noble Prize sometimes contribute usefully to public-policy debates.

- **Adverbial Phrases and Clauses**

NONRESTRICTIVE

- The novel takes place in China, where many languages are spoken.

RESTRICTIVE

- The novel takes place in a land where many languages are



Punctuation: Commas

- f) Use a comma after a long introductory phrase or clause.

PHRASE

- After years of anxiety and struggle, Antara looks forward to the day when she joins the school as an Assistant Teacher.

CLAUSE

- Although she was virtually unknown in her day, scholars have come to recognize her work.

- g) Use commas to set off alternative or contrasting phrases

- It is Ricky, not his brother, who own the lottery.

But



Punctuation: Commas

- h) **Do not use a comma between subject & verb.**
 - Many of the characters who dominate the early chapters and then disappear [no comma] are portraits of the author's friends.

- i) **Do not use a comma between verb & object.**
 - The agent reported to the headquarters staff [no comma] that the documents had been traced to an underground garage.



Punctuation: Commas

- j) Do not use a comma between the parts of a compound subject, compound object or compound verb..

COMPOUND SUBJECT

- A dozen wooden chairs [no comma] and a window complete the stage setting.

COMPOUND OBJECT

- Ptolemy devised a system of astronomy [no comma] and a scientific approach to the study of geography.

COMPOUND VERB

- He composed several successful symphonies [no comma] but won the most fame for his witticisms.



Punctuation: Commas

- k) Do not use a comma between two parallel subordinate elements.
 - She broadens her analysis by exploring the tragic elements of the play [no comma] and by integrating the hunting motif with the themes of death and resurrection.

- l) Do not use a comma between a month and a year or between a season and a year.
 - The events of July 1789 are as familiar to the French as those of July 1776 are to Americans.
 - I passed my exams in spring 2007.



Punctuation: Commas

- m) Use a comma in a date whose order is month, day, and year. If such a date comes in middle of a sentence, put a comma after the year.
 - Martin Luther King, Jr., was born on January 15, 1929, and died on April 4, 1968.
- Do not use a comma in a date whose order is day, month, and year.
 - Martin Luther King, Jr., was born on 15 January 1929 and died on 4 April 1968.



Punctuation: Semicolons

- a) Use a semicolon between independent clauses not linked by a conjunction.
 - The coat is tattered beyond repair; still, Rob hopes the tailor can mend it.

- b) Use semicolons between items in a series when the items contain commas.
 - Present at the symposium were Robert Jones, the art critic; Sam Brown, the *Daily Tribune* reporter; and Maria Rosa, the conceptual artist.



Punctuation: Colons

- a) Use a colon to introduce a list, an elaboration of what was just said, or the formal expression of a rule or principle.

LIST

- The reading list includes three Indian novels: *Tamas*, *The Home and the World*, and *The Hungry Tide*.

ELABORATION

- The plot is founded on deception: the three main characters have secret identities.

RULE OR PRINCIPLE

- Many books would be briefer if their authors followed the logical principle known as Occam's razor: Explanations should not be multiplied unnecessarily. (A rule or principle after colon should begin with a capital letter)



Punctuation: Colons

- Never use a colon before a list if the list is grammatically essential to the introductory wording.
 - The novels on the reading list include *Tamas*, *The Home and the World*, and *The Hungry Tide*. (The list is the object of the verb *include*.)
- b) Use a colon to introduce a quotation that is independent from the structure of the main sentence.
 - In *The Awakening*, Mme Ratignolle exhorts Robert Lebron to stop flirting with Edna: “She is not one of us; she is not like us.”



Punctuation: Dashes and Parentheses

- a) Use dashes or parentheses to enclose a sentence element that interrupts the train of thought.
 - The “hero” of the play (the townspeople see him as heroic, but he is the focus of the author’s satire) introduces himself as a veteran of the war.

- b) Use dashes or parentheses to set off a parenthetical element that contains a comma and might be misread if set off with commas.
 - The colors of the costume – blue, scarlet, and yellow – acquire symbolic meaning in the play.



Punctuation: Dashes and Parentheses

- c) Use a dash to introduce words that summarize a preceding series.
- Ruthlessness and acute sensitivity, greed and compassion – the main character’s contradictory qualities prevent any simple interpretation of the film.
 - Dashes make a sharper break in the continuity of a sentence than commas do, and parentheses make a still sharper one.
 - Limit the number of dashes in a sentence to two paired dashes or one unpaired dash.



Punctuation: Hyphens

- a) Use a hyphen in a compound adjective beginning with an adverb such as *better*, *best*, *ill*, *lower*, *little*, or *well* when the adjective precedes a noun.
 - Better-prepared ambassador
 - Best-known work
 - Ill-informed reporter
 - Lower-priced tickets
 - Well-dressed announcer
- But do not use a hyphen when the compound adjective comes after the noun it modifies.
 - The ambassador was better prepared than the other delegates.



Punctuation: Hyphens

- b) Do not use a hyphen in a compound adjective beginning with an adverb ending in *-ly* or with *too*, *very*, or *much*.
- thoughtfully presented thesis
 - Too hasty judgment
 - Very contrived plot
 - Much maligned performer
- c) Use a hyphen in a compound adjective ending with present participle (*loving*) or past participle (*inspired*) of a verb when the adjective precedes a noun.
- Sports-loving people
 - Fear-inspired loyalty.



Punctuation: Hyphens

- d) Use a hyphen in a compound adjective formed by a number and a noun when the adjective precedes the noun.
 - early-thirteenth-century architecture

- e) Use hyphens in other compound adjectives before nouns to prevent misreading.
 - Portuguese-learning student (student studying Portuguese and not a language student who is Portuguese)



Punctuation: Apostrophes

- a) To form the possessive of a singular noun, add an apostrophe and an s.
 - a poem's meter

- b) To form the possessive of a plural noun ending in s, add an apostrophe only.
 - firefighters' truck

- c) To form the possessive of a plural noun not ending in s, add an apostrophe and an s.
 - women's studies



Punctuation: Apostrophes

- d) To form the possessive of nouns in a series, add a single apostrophe and an s if the ownership is shared..
 - Palmer and Colton's book on European history
- But if the ownership is separate, add an apostrophe and an s after each noun.
 - Palmer's and Colton's books on European history
- e) To form the possessive of any singular proper noun, add an apostrophe and an s.
 - Venus's beauty
 - Jibanananda's poems



Punctuation: Apostrophes

- f) To form the possessive of a plural proper noun, add an apostrophe only.
- the Vanderbilts' estate
 - the Dickensses' economic woes
- g) Do not use an apostrophe to form the plural of an abbreviation or a number
- PhDs
 - TVs
 - 1990s
 - fours



Punctuation: Quotation Marks

- a) Place quotation marks around a word or phrase given in someone else's sense or in a special sense or purposefully misused
 - A silver dome concealed the robot's "brain."
 - Their "friend" brought about their downfall.
- Quotations are not needed when the word is qualified
 - Their so-called friend brought about their downfall.
- b) Use quotation (double or single) for a translation of a foreign word or phrase.
 - The word *text* derives from the Latin verb *texere* 'to weave'.



Punctuation: Square Brackets

- a) Use square brackets around a parenthesis within a parenthesis, so that the levels of subordination may be easily distinguished.
 - The sect known as Jansenists (after Cornelius Jansen [1585-1638]) faced opposition from both the king and the pope.

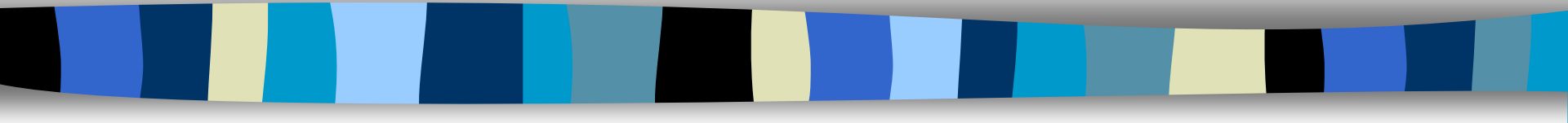


Punctuation: Slashes

- a) A slash is used mainly between two terms paired as opposites or alternatives and used together as a noun.
 - good/evil
 - East/West
 - aged/young

- But use a hyphen when such a compound precedes and modifies a noun.
 - nature-nurture conflict
 - East-West relations

Use of Italics, Names of Persons, Numerals





Italics

- a) Italicize words and letters that are referred to as words and letters.
 - Shaw spelled *Shakespeare* without the final *e*.
 - The word *albatross* probably derives from the Spanish and Portuguese word *Alcatraz*.
- b) Italics for emphasis is best avoided in a research paper.
- c) In general, italicize foreign words used in an English text.
 - The Renaissance courtier was expected to display *sprezzatura*, or nonchalance, in the face of adversity.



Names of Persons

- a) The first time you use a person's name in the text of your research paper, state it fully and accurately.
 - Arthur George Rust, Jr.
 - Victoria M. Sackville-West

- b) During subsequent references use only the last name (unless there are more than one person referred to with the same surname).
 - Rust Sackville-West

- c) In general do not use any formal title (Mr., Mrs., Miss, Ms., Dr., Professor, Reverend).



Numbers: Use of Words or Numerals

- a) Numbers that can be spelled out in one or two words may be expressed in words.
- one thirty-six ninety-nine
 - one hundred three million fifteen thousand
- b) For other numbers it is better to use numerals.
- $2\frac{1}{2}$ 137 1,537
- c) Use numerals for all numbers that precede technical units of measurement.
- 16 amperes 5 millimeters 3 kilograms
- d) Do not begin a sentence with a numeral.
- Two thousand nine was an election year in India.



Numbers: Use of Words or Numerals

- e) Except at the beginning of a sentence, always use numerals in the following instances:

WITH ABBREVIATIONS OR SYMBOLS

6 lbs.

4:15 p.m.

73%

12 KB

\$58

2"

IN ADDRESSES

73/6 M.M. Ghosh Avenue

IN DATES

1 April 2007

April 1, 2007

IN DECIMAL FRACTIONS

8.73

IN DIVISIONS

page 72

year 4 of the study



Numbers: Use of Words or Numerals

- f) For large numbers use a combination of numerals and words.
- 4.5 million
 - 100 billion
- g) Express related numbers in the same style.
- Only 15 of the 250 delegates attended the session.
 - Mr. Patel's wealth increased from \$ 1billion to \$ 3.5 billion over a span of five years.



Numbers: Commas in Numbers

- a) Commas are usually placed between the third & fourth digits from the right, the sixth and seventh, and so on.
- 1,000 20,000 7,365,438
- Following are some of the exceptions
PAGE AND LINE NUMBERS
on page 1032
ADDRESSES
73/6 M.M. Ghosh Avenue
FOUR DIGIT YEAR NUMBERS
2007
 - But commas are added in year numbers of five or more figures.
in 20,000 B.C.



Numbers: Dates & Times of the Day

- a) Be consistent in writing dates. Follow one of the styles below, but not both at the same time.
- day-month-year style 22 July 2008
 - month-day-year style July 22, 2008
- b) Do not use a comma between a month and a year.
- July 2008
- c) Spell out the centuries in lowercase
- the twentieth century
- d) Hyphenate centuries when they are used as adjectives before nouns.
- eighteenth-century English literature



Numbers: Dates & Times of the Day

e) Decades are usually written without capitalization, but it is acceptable to present them in figures as well.

➤ the nineties

➤ the 1990s the '60s

f) The abbreviation BC follows the year, but AD precedes it.

➤ 19 BC AD 734

g) Many prefer BCE, “before the common era,” and CE, “common era,” instead of BC and AD. Both BCE and CE follow the year

➤ 19 BCE 734 BCE



Numbers: Dates & Times of the Day

- h) Numerals are used for most times of the day
 - 2:00 p.m.
 - the 6:20 flight

- i) Time expressed in quarter and half hours and hours followed by o'clock are written in words.
 - a quarter to twelve
 - half past ten
 - five o'clock



Numbers: Inclusive Numbers

- a) In a range of numbers, give the second number in full for numbers through ninety-nine.
- 2-3 21-48 89-99
- b) For larger numbers, give only the last two digits of the second number, unless more are necessary.
- 96-101 103-07 923-1,003
 - 1,003-06 395-401 1,608-774
- c) In a range of years beginning from AD 1 through 999, follow the rules of inclusive numbers in general.
- 73-76 600-62 785-803



Numbers: Inclusive Numbers

- d) In a range of years beginning in AD 1000 or later, omit the first two digits of the second year if they are the same as the first two digits of the first year. Otherwise, write both years in full.
- 2000-03 1898-1901 1455-76
- e) Do not abbreviate ranges of year that begin before AD 1
- 748-742 BC 143 BC-AD 149 515-495 BC

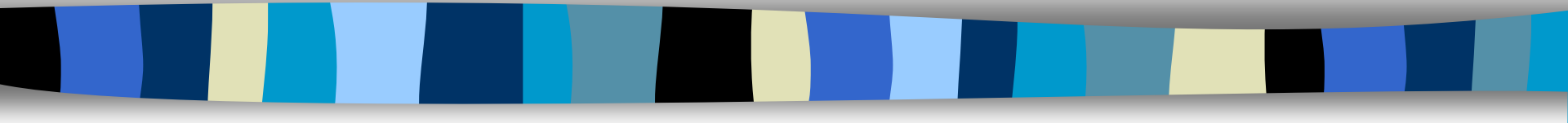


Numbers: Roman Numerals

- a) Use capital roman numerals after the names of persons in a series.
 - Elizabeth II
 - John Paul II

- b) Use lowercase numerals for citing pages of a book that are so numbered (e.g. pages in a preface). Write out inclusive roman numerals in full.
 - xxv-xxvi
 - xlvi-xlix

Use of Quotations and Conventions of Academic Writing





Titles of Works in Research Works: Capitalization and Punctuation

- In a title or subtitle, capitalize:
 - ❑ The first word
 - ❑ The last word
 - ❑ All principal words in between including those that follow hyphens in compound terms
- *Modernism and Negritude*
- *Reading Sites: Social Difference and Reader Response*
- *Turner's Early Sketchbooks*
- *An Introduction to Post-Colonial Literature*



Titles of Works in Research Works: Capitalization and Punctuation

- In a title or subtitle, capitalize the following parts of speech:
 - ❑ **Nouns** (*flowers*, as in *The Flowers of Europe*)
 - ❑ **Pronouns** (*our*, as in *Save Our Children*; *that*, as in *The Mouse That Roared*)
 - ❑ **Verbs** (*watches*, as in *America Watches Television*; *is*, as in *What Is Literature?*)
 - ❑ **Adjectives** (*ugly*, as in *The Ugly Duckling*; *that*, as in *Who Said That Phrase?*)
 - ❑ **Adverbs** (*slightly*, as in *Only Slightly Corrupt*)
 - ❑ **Subordinate Conjunctions** (*after*, *although*, *as if*, *as soon as*, *because*, *before*, *if*, *that*, *unless*, *until*, *when*, *where*, *while*, as in *One If by Land*)



Titles of Works in Research Works: Capitalization and Punctuation

- In a title or subtitle, do not capitalize the following parts of speech:
 - ❑ **Articles** (*a, an, the*, as in *Under the Bamboo Tree*)
 - ❑ **Prepositions** (*against, as, between, in, of, to*, as in *The Merchant of Venice* and “A Dialogue between the Soul and Body”)
 - ❑ **Coordinating Conjunctions** (*and, but, for, nor, or, so yet*, as in *Romeo and Juliet*)
 - ❑ **The *to* in infinitives** (as in *How to Play Chess*)



Titles of Works in Research Works: Capitalization and Punctuation

- *The Teaching of Spanish in English-Speaking Countries*
- *Storytelling and Mythmaking: Images from Film and Literature*
- *Life As I Find It*
- *The Artist as Critic*
- *Whose Music? A Sociology of Musical Language*
- “Italian Literature before Dante”
- “What Americans Stand For”
- “Why Fortinbras?”
- “Michael Proust: Archetypal Music – an Exercise in Transcendence”
- When the first line of a poem serves as the title, reproduce the line exactly as it appears in the text
 - “I heard a Fly buzz – when I died – ”



Titles of Works in Research Works: Italicized Titles

- Italicize the names of:

Books *The Awakening*

Plays *The Tempest*

Poems published as Books

The Wasteland

Pamphlets *New Jersey Driver Manual*

Periodicals (newspapers, magazines, and journals)

Wall Street Journal, Time,

PMLA

Web sites *Wikipedia*

Online databases *LexisNexis Academic*

Films *Titanic*



Titles of Works in Research Works: Italicized Titles

- ❑ **Radio Broadcast** *What's the Word*
- ❑ **Compact Disks, Audiocassettes, Record Albums**
 Soundscapes
- ❑ **Dance Performance** *The Nutcracker*
- ❑ **Opera** *Rigoletto*
- ❑ **Long musical composition identified by name**
 Symphonie fantastique
(Berlioz)
- ❑ **Paintings** *I and My Village* (Chagall)
- ❑ **Sculpture** *The Minute Man*
- ❑ **Ship** *INS Vikramaditya*
- ❑ **Aircraft** *Spirit of St. Louis*
- ❑ **Spacecraft** *Challenger*



Titles of Works in Research Works: Titles in Quotation Marks

- Use quotation marks for the titles of:
 - ❑ **Articles (in journals, magazines, encyclopedia)**
“Literary History and Society”
 - ❑ **Essays in books** “The Poems of Ted Hughes”
 - ❑ **Stories and Poems published within larger works**
“The Lottery”, “Kubla Khan”
 - ❑ **Chapters of Books** “The Format of Research Paper”
 - ❑ **Pages in Web sites** “Philosophy of Economics”
 - ❑ **Individual episodes of Television or Radio Broadcast**
“The Trouble with Titbits”



Titles of Works in Research Works: Titles and Quotations within Titles

- a) Italicize a title normally indicated by italics when it appears within a title enclosed in quotation marks.
- “*Romeo and Juliet* and Renaissance Politics”
 - “Language and Childbirth in *The Awakening*”
(articles about play/ novel)
- b) Enclose in single quotation marks a title normally indicated by quotation marks when it appears within a title requiring quotation marks.
- “Lines after Reading ‘Sailing to Byzantium’”
(a poem about a poem)
 - “The Uncanny Theology of ‘A Good Man Is Hard to Find’”
(an article about a story)



Titles of Works in Research Works: Titles and Quotations within Titles

- c) Also place single quotation marks around a quotation that appears within a title requiring quotation marks.
- “Emerson’s Strategies against ‘Foolish Consistency’”
(article with a quotation in its title)
- d) Use quotation marks around a title normally indicated by quotation marks when it appears within an italicized title.
- *“The Lottery” and Other Stories*
(a book of stories)
 - *New Perspectives on “The Eve of St. Agnes”*
(book about a poem)



Titles of Works in Research Works: Titles and Quotations within Titles

- e) If a period is required after an italicized title that ends with a quotation mark, place the period before the quotation mark.
- The study appears in *New Perspectives on 'The Eve of St. Agnes.'*
- f) When a normally italicized title appears within an italicized title do not italicize or enclose the title within quotation marks.
- *Approaches to Teaching Murasaki Shikibu's The Tale of Genzi*
(a book about a novel)
 - *From The Lodger to the Lady Vanishes: Hitchcock's Classic British thrillers*
(a book about



Titles of Works in Research Works: Exceptions

- The convention of using italics and quotation marks do not apply to the names of:
 - ❑ **Scriptural writings**
 - Bible Telamud Old Testament
 - Koran Upanishads Genesis
 - But italicize titles of individually published editions of scriptural writings
 - *The Interlinear Bible*
 - *The Upanishads: A Selection for the Modern Reader*
 - ❑ **Laws, Acts and Similar Political Document**
 - Magna Carta Declaration of Independence



Titles of Works in Research Works: Exceptions

- ❑ **Musical compositions identified by form, number, and key**
 - Beethoven's Symphony no. 7 in A, op. 92
- ❑ **Series**
 - University of North Carolina Studies in Comparative Literature
- ❑ **Societies**
 - American Medical Association
- ❑ **Buildings and Monuments**
 - Gateway of India Sears Tower
- ❑ **Conferences, Seminars, Workshops and Courses**
 - Introduction to Calculus Anthropology 102



Titles of Works in Research Works: Shortened Titles

- If you cite a title often in the text of your paper, you may, after stating the title in full at least once, use a shortened form, preferably a familiar or obvious one.
 - “Nightingale” for “Ode to a Nightingale”
- Alternatively you may use an abbreviation for the title
 - *GOST* for *God of Small Things*



Quotations: Prose

- a) If a prose quotation runs no more than four lines and requires no special emphasis, put it in quotation marks and incorporate it into the text.
 - “It was the best of times, it was the worst of times,” wrote Charles Dickens of the eighteenth century.

- b) You need not always reproduce complete sentences. Sometimes you may want to quote a word or a phrase as part of your sentence.
 - For Charles Dickens the eighteenth century was both “the best of times” and the “worst of times.”



Quotations: Prose

- c) You may put a quotation at the beginning, middle, or end of your sentence or, for the sake of variety, divide it by your own words.
- Joseph Conrad writes of the company manager in *Heart of Darkness*, “He was obeyed, yet he inspired neither love nor fear, nor even respect.”
- or
- “He was obeyed,” writes Joseph Conrad of the company manager in *Heart of Darkness*, “yet he inspired neither love nor fear, nor even respect.”



Quotations: Prose

- d) If a prose quotation ending a sentence requires a parenthetical reference, place the sentence period after the reference.
- For Charles Dickens the eighteenth century was both “the best of times” and the “worst of times” (35).
 - “He was obeyed,” writes Joseph Conrad of the company manager in *Heart of Darkness*, “yet he inspired neither love nor fear, nor even respect” (87).



Quotations: Prose

e) If a quotation extends to more than four lines when run into the text set it off from your text by beginning a new line, indenting one inch from the left margin, without adding quotation marks.

- At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice wrote under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)



Quotations: Prose

e) If you need to quote two or more paragraphs, indent the first line of each paragraph an additional quarter inch. If the first sentence quoted does not begin a paragraph in the source, however, do not indent it the additional amount.

- In *Moll Flanders* Defoe maintains the pseudo-autobiographical narration typical of the picaresque tradition:

My true name is so well known in the records, or registers, at Newgate and in the Old Bailey, and there are some things of such consequence still depending there relating to my particular conduct, that it is not to be expected I should set my name or the account of my family to this work

It is enough to tell you, that ... some of my worst



Quotations: Poetry

- a) If you quote part or all of a single line of verse that requires no special emphasis, put it in quotation marks and incorporate it into the text.
 - Bradstreet frames the poem with a sense of mortality: “All things within this fading world hath end” (1).

- b) You may also incorporate two or three lines in this way, using a slash between lines to separate them.
 - Reflecting on the “incident” in Baltimore, Cullen concludes, “Of all the things that happened there/ That’s all that I remember” (11-12).



Quotations: Poetry

c) If a quotation extends to more than three lines set it off from your text by beginning a new line, indenting one inch from the left margin, without adding quotation marks. However, if there is any unusual spacing in the source it should get reflected in the quote.

➤ Elizabeth Bishop's "In the Waiting Room" is rich in evocative detail:

It was winter. It got dark
early. The waiting room
was full of grown-up people,
arctics and overcoats,
lamps and magazines. (6-10)



Quotations: Poetry

- d) If a line is too long to fit within the right margin it should be continued to the next line and the continuation should be indented an additional quarter inch.
- e) When a verse quotation begins in the middle of a line the partial line should be positioned where it is in the original and not shifted to the left margin.
 - In “I Sit and Sew,” Alice Dunbar-Nelson laments the social convention that forces women like her to sit uselessly:

My soul in pity flings
Appealing cries, yearning only to go
There in the holocaust of hell, those fields of woe –
But – I must sit and sew. (11-14)



Quotations: Drama

- a) If you quote dialogue between two or more characters in a play:
- Set the quotation off from your text.
 - Begin each part of the dialogue with the appropriate character's name indented one inch from the left margin and written in all capital letters.
 - Follow the name with a period, and start the quotation
 - Indent all subsequent lines in the character's speech an additional quarter inch.
 - When the dialogue shifts to a new character, start a new line and maintain the pattern.



Quotations: Ellipsis

- Whenever you omit a word, a phrase, a sentence, or more from a quoted passage, you should be guided by two principles: fairness to the author quoted and grammatical integrity of your writing.
- If you quote only a word, or a phrase, it will be obvious that you left out a part of the original sentence.
- But if you omit material from the original sentence or sentences so that the quotation appears to be a sentence or series of sentences you must use ellipsis points, or three spaced periods, to indicate that your quotation does not completely reproduce the original.



Quotations: Ellipsis

- ORIGINAL

- Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease, ignoring sanitation or visible carriers. (Barbara W. Tuchman, *A Distant Mirror: The Calamitous Fourteenth Century* [1978; New York: Ballantine, 1979, print; 101-02])

- a) ELLIPSIS IN THE MIDDLE

For an ellipsis within a sentence, use three periods with a space before each and a space after the last (. . .).

- “Medical thinking . . . stressed air as the communicator of disease, ignoring sanitation or visible carriers” (101-02).



Quotations: Ellipsis

b) ELLIPSIS AT THE END

When the ellipsis coincides with the end of your sentence, use three periods with a space before each following sentence period – i.e., four periods with no space before the first and after the last.

- “Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease. . . .”

c) ELLIPSIS AT THE END FOLLOWED BY PARENTHETICAL REFERENCE

If a parenthetical reference follows the ellipsis at the end, use three periods with a space before each, and place the sentence period after the final parenthesis.

- “Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease. . . .”



Quotations: Alterations of Sources

- a) Addition of *sic* (from the Latin for “thus” or “so”) to assure readers that the quotation is correct even though the spelling or logic might make them think otherwise.
 - Shaw admitted, “Nothing can extinguish my interest in Shakespear” (*sic*).
- b) Italicizing words for emphasis followed by explanation
 - Lincoln specifically advocated a Government “*for* the people” (emphasis added).
- c) Comment or explanation within quotation in square brackets



Quotations: Punctuations

- a) Whether set off from the text or run into it, quoted material is usually preceded by a colon if the quotation is formally introduced and by a comma or no punctuation if the quotation is an integral part of sentence structure.
- Shelley held a bold view: “Poets are the unacknowledged legislators of the World” (794).
 - Shelley thought poets the unacknowledged legislators of the World” (794).
 - “Poets”, according to Shelley, “are the unacknowledged legislators of the World” (794).



Quotations: Punctuations

- b) Do not use quotation marks to enclose quotations set off from the text, but reproduce any quotation marks that are in the passage being quoted.
- c) Use double quotation marks around quotations incorporated into the text, single quotation marks around quotations within those quotations.
 - In “Memories of West Street and Lepke,” Robert Lowell, a conscientious objector (or “C.O.”), recounts meeting a Jehovah’s Witness in prison: “ ‘Are you a C.O.?’ I asked a fellow jailbird. ‘No,’ he answered , ‘I’m a J.W.’” (38-39).



Quotations: Punctuations

- d) Internal punctuation (apart from double to single quotation mark) must be reproduced exactly. However, the closing punctuation, depends on where the closing material appears in your sentence.
- Example: “You’ve got to be carefully taught.” If you begin your sentence with this line, the closing period has to be replaced with a punctuation mark appropriate to the context.
 - “You’ve got to be carefully taught,” wrote Oscar Hammerstein II about how racial prejudice is perpetuated.
 - If the quotation ends with a question mark or an exclamation, the original punctuation is retained.



Format: Margins

- Use 8¹/₂-by-11-inch paper. If you use a paper of larger size do not print the text in an area greater than 6¹/₂ by 9 inches.
- Except for page numbers, leave margins of one inch at the top, bottom, and on both sides of the text.
- Indent the first word of a paragraph half inch from the left margin.
- Indent set-off quotations one inch from the left margin.



Format: Text Formatting

- Always choose an easily readable typeface in which the regular type contrasts clearly with the italic (e.g. Times New Roman).
- Set the font to a standard size (e.g. 12 points).
- Align text only to the left. Do not justify the lines of text at right margin.
- Use double space for entire research paper, including title, quotations, notes, and the list of works cited.
- Do not divide words at the end of the lines. Turn off your word processor's automatic hyphenation



Format: Heading and Title

- A research paper does not need a title page.
- Beginning, one inch from top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing between the lines.
- Double space again and center the title. Double-space also between the lines of the title (if needed).
- Do not italicize or underline your title, put it in quotation or boldface, or type it in all capital letters. Follow the rules of capitalization and italicize only those words that you would capitalize in the text.
- Double-space between the title and the first line of the text.



Format: Page Numbers

- Number all pages consecutively throughout the research paper in the upper right-hand corner, half inch from the top and flush with the right margin.
- Type your last name before the page number with a space in between. Use the automatic page numbering feature of your word processor.
- Do not use the abbreviation *p.* before a page number or add a period, a hyphen, or any other mark or symbol.
- You may avoid numbering the first page.



Format: Tables and Illustrations

TABLES

- Place tables as close to the text to which they relate.
- A table is usually labeled *Table*, numbered with an arabic numeral, and titled.
- Type both label and title flush left on separate lines above the table.
- The title of a table should be capitalized as per the standard norms.
- Give the source of the table and any notes immediately below the table in a caption.
- Double-space throughout. Use dividing lines as needed.



Format: Tables and Illustrations

ILLUSTRATIONS

- Place illustrations as close to the text to which they relate.
- An illustration (photograph, map, painting, line drawing, graph, or chart) should be labeled *Figure*, assigned an arabic numeral, and given a title.
- Type both label and title directly below the illustration with same one-inch margins as the text of the paper.
- Musical illustrations are labeled *Example*.



Format: Corrections and Insertions

- Proofread and correct your research paper before submission.
- In case of mistakes in the final copy, reprint the corrected page(s).
- For very brief corrections on the printout, write them neatly and legibly in ink directly above the lines involved, using carets to indicate where they go. Do not use the margins or write a change below the line it affects.