

# MOUNT CARMEL COLLEGE



## STYLE GUIDE

Years 7 and 8

# Style Guide for Secondary Students

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This document has been prepared as a guide for you to assist in the correct presentation of handwritten and word-processed assignments.

The conventions and formatting requirements contained within this document are to be followed for every assignment submitted for assessment, across the curriculum, unless instructed otherwise by your teacher.

By this time in your education, it is expected that you will acknowledge all the sources of information you used at the end of your assignment, in a Bibliography. A Bibliography is a detailed list of the sources of information you have used to research your assignment. When you get to Year Nine, you will be expected to use in-text referencing and a Reference List. A Reference List is a detailed list of all the sources (books, websites, articles) you actually referred to (through direct or indirect quotes) in the body of your assignment.

There is much to be absorbed and it cannot be expected that you will be able to understand and apply it all immediately. Teachers will introduce elements of this *Style Guide* gradually to ensure that it does not overwhelm you and make presentation the focus of every written assignment.

# Cover Page for Major Assignments

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1. Subject code and title (e.g. 8 EN1 English)
2. Assignment task, question, topic or focus clearly explained in full
3. Student's name
4. Teacher's name
5. Due date of assignment
6. Date Submitted
7. Exact Word Count (if applicable)
8. Criteria to be assessed – written out in complete sentences
9. Signed declaration of academic integrity\*

Subject Code & Title
Assignment Topic written out in full
Your name goes here
Teacher's name goes here
Due Date Date Submitted
Word Count
Criteria 2 write the whole description out 7 for each criterion assessed
I hereby declare that the work contained herein is entirely my own work, unless otherwise acknowledged. _____ Surname

A template of the Cover Page is available on the College website, on the right-hand link.

\*By signing your name, you are asserting that you have **not** plagiarised (copied or ‘cut and pasted’) and that you have included a Bibliography.

## Plagiarism

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It is simply **unacceptable** to copy the work of another person and submit it as your own. This is called plagiarism and is a type of fraud. ‘Cutting and pasting’ or copying word-for-word chunks of information (or even several sentences) from the Internet or print texts without acknowledging where the information has come from is wrong. Your work will not be assessed if it is suspected of being plagiarised.

To avoid this embarrassing situation, simply follow the referencing style outlined in the section titled ‘Acknowledging Sources of Information’ (beginning on page 5), to list all of your sourced information and paraphrase the ideas.

# Format of Major Assignments

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## Word Processed/Typed

1. Use A4 Paper
  - 16 cm line width
  - Left margin 3.5 cm
  - Right margin 1.5 cm
2. One-and-a-half (1.5) line spacing
3. Leave a line between paragraphs. Do not indent paragraphs
4. Always **italicise titles of major works** – novels, books, plays, films, newspapers, journals, collections of essays, poems etc – and capitalise the initial letters of words in the title:

EXAMPLE:        *And Then There Were None*  
                      *Parvana*  
                      *The Mercury*

5. Place single quotation marks around the titles of small works, such as individual poems, newspaper articles, essays, television programmes:

EXAMPLE:        'The Highwayman'                'The Man from Snowy River'

6. Number every page at the bottom (use footer)
7. Staple pages together in top left corner
8. Main heading centred and bold
9. Subheadings bold and blocked against left margin

## Handwritten

The following format allows teachers to show correction easily and also allows for the binding and stapling of work.

1. Use A4 paper
2. Number every page
3. Staple all pages together
4. Draw margin of 2 - 3 cm
5. Indent paragraphs from margin (approx 1 cm)
6. Do not leave blank lines between paragraphs unless you wish to indicate division into sections.
7. **Underline titles** of major works - novels, books, plays, films, newspapers, journals, collections of essays, poems etc and capitalise the initial letters of words in the title:

EXAMPLE:        Garry Disher sensitively explores  
                      Australian-Japanese relations during World  
                      War Two in his novel, The Divine Wind.

8. Place **single quotation marks** around the titles of small works, such as individual poems, newspaper or magazine articles, and television programmes:

EXAMPLE: In his poem, 'The Road Not Taken', American poet Robert Frost explores the implications of choosing an unconventional path in life.

## Formal Language Conventions

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### Spelling

At Mount Carmel College, **Standard Australian English** (SAE) spelling of words is to be used, not American spelling. Note that the US spelling of words is often the default dictionary/Spell-Check on most computers.

### Contractions

In formal pieces of writing (such as essays, reports, articles), it is not appropriate to use contractions; you must **always write all words in full**.

EXAMPLES: The chemical solution did not change colour.

(NOT: The chemical solution didn't change colour.)

In Ancient Greek theatre, women were not permitted to take part.

(NOT: In Ancient Greek theatre, the women weren't permitted to take part.)

### Numbers

In formal pieces of writing, it is customary to **write numbers under 100 in full**. Once a number hits three digits, it is acceptable to write the number itself.

EXAMPLE:  
From Kindergarten to Year Ten, Mount Carmel College caters for 542 students.

However, when a sentence begins with a number, spell out the number or rewrite the sentence.

EXAMPLE: Two hundred and eighty-seven passengers were killed in the disaster.

## Tone

In formal pieces of writing, the tone should be precisely that: **formal**. It is not appropriate to use casual/conversational language or slang/colloquial terms.

## Acknowledging Sources of Information

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### General

Acknowledge the source of your information, whether a direct quotation or not, by giving the author's name, the year of publication and the page number/s, if appropriate, in brackets.

EXAMPLE: Graphics applications are memory hungry (Kerr, 1990).

THIS IS NOT A DIRECT QUOTATION BUT AN IDEA TAKEN FROM SOMEONE ELSE.

EXAMPLE:

Marshall said, "as the twig is bent so the tree will grow" (Marshall, 1920 p. 70).

THIS IS A DIRECT QUOTATION – AS SHOWN BY USING DOUBLE INVERTED COMMAS – AND THE PAGE NUMBER IS ALSO INCLUDED.

## Presentation of Direct Quotations

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### Word Processed/Typed or Handwritten

1. Short quotations are to be included within the flow of your sentence, placed in inverted commas and followed by **author, date and page number/s in brackets** after the quotation.

EXAMPLE: In the book *Word Processing for a New Generation*, we are told that, "Word processing is the name given to the computerised handling of text" (Kerr, 1990 p. 206).

2. When a quotation is longer, indent left and right and show in single spacing (often in a smaller font). Quotation marks are not necessary.

EXAMPLE: Denis Edwards, author of the book *Made From Stardust*, has this to say:

The ancient biblical principle of the dignity of the human person made in the image of God not only retains its relevance, but is given new force in the cosmic perspective ... being made in the image of God means being called to be in solidarity and companionship with the living God in this God's presence to, and care for, all (Edwards, 1992 p. 67).

3. Quotations should be selected carefully and should generally be no more than three to four lines (handwritten). Indicate words omitted with three dots ... (see quotation above).

## Acknowledging Sources of Information

In your Bibliography, **always** list authors' surnames **ALPHABETICALLY**.

<b>To cite a WEBSITE</b>	
<p><b>In the text</b> Cite the surname of the author/authoring body and the date (created or last revised):</p> <p>(International Narcotics Control Board, 1999)</p>	<p><b>Bibliography</b> International Narcotics Control Board, 1999, United Nations, Vienna, accessed 1 October 2009, &lt;<a href="http://www.incb.org">http://www.incb.org</a>&gt;</p> <ol style="list-style-type: none"> <li>author (the person or organisation responsible for the site)</li> <li>year (date created or last updated)</li> <li>name of sponsor of site</li> <li>place of sponsor of site (if available)</li> <li>accessed day month year (the date you viewed the site)</li> <li>URL or Internet address (between pointed brackets)</li> </ol> <p>If possible, ensure that the URL is included without a line-break.</p>
<b>To cite a DOCUMENT or PAGE within a website</b>	
<p><b>In the text</b> Information should include author/authoring body surname(s) and the date created or last revised:</p> <p>(Winston, 1999) or:</p> <p>(United Nations, 1999)</p>	<p><b>Bibliography</b> Winston, J 1999, <i>A look at referencing</i>, AAA Educational Services, accessed 14 October 2010, &lt;<a href="http://www.aaa.edu.au/aaa.html">http://www.aaa.edu.au/aaa.html</a>&gt;</p> <p>United Nations Web Services 2006, <i>History of the Charter</i>, The United Nations, accessed 31 May 2010), &lt;<a href="http://www.un.org/aboutun/charter/history/">http://www.un.org/aboutun/charter/history/</a>&gt;</p> <p>Include the following information:</p> <ol style="list-style-type: none"> <li>author (person or organisation responsible for the site)</li> <li>year (date created or last updated)</li> <li>title of page (in italics)</li> <li>name of sponsor of site</li> <li>accessed day month year (date you viewed the site)</li> <li>URL address (between pointed brackets)</li> </ol>
<p>If the author's surname is unknown, cite the website / page title (in italics) and date:</p> <p>(<i>Land for sale on moon</i>, 2007)</p>	<p><i>Land for sale on moon</i> 2007, accessed 4 June 2010, &lt;<a href="http://www.moonlandregistry.com">http://www.moonlandregistry.com</a>&gt;</p>
<p>If there no date on the page, use the abbreviation n.d. (no date):</p> <p>(ArtsNSW n.d.)</p>	<p>ArtsNSW n.d., <i>New South Wales Premier's Literary Awards</i>, NSW Department of the Arts, Sport and Recreation, accessed 19 June 2007, &lt;<a href="http://www.arts.nsw.gov.au/awards/LiteraryAwards/litawards.htm">http://www.arts.nsw.gov.au/awards/LiteraryAwards/litawards.htm</a>&gt;.</p>
<b>To cite a FILM, VIDEO, TELEVISION or RADIO programmes</b>	
<p><b>In the text</b> Include the full title – in italics if</p>	<p><b>Bibliography</b> <i>My Brilliant Career</i>, 1979, motion picture, New South Wales Film</p>

<p>word-processed or underlined if handwritten) and date of production:</p> <p>(<i>My Brilliant Career</i>, 1979)</p> <p>(<i>Four Corners</i>, 9 July 2001)</p>	<p>Corporation, distributed by Australian Video, Australia.</p> <p><i>Going backwards: Four Corners</i>, 2001, television programme, Australian Broadcasting Corporation, Sydney, 9 July.</p> <p>Include the following details in your Bibliography:</p> <ol style="list-style-type: none"> <li>1. title in italics (if part of an ongoing series, list the episode title first, then the series name)</li> <li>2. year of recording</li> <li>3. format</li> <li>4. publisher/distributor</li> <li>5. place of recording</li> <li>6. date of recording (if applicable)</li> </ol>
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### To cite ONLINE IMAGES

<p><b>In the text</b> Mention the image in the text and cite the author and date:</p> <p>The cartoon by Frith (1968) describes ...</p> <p>If the image has no named author, cite the full name and date of the image:</p> <p>The map shows the Parish of Maroota during the 1840s (<i>Map of the Parish of Maroota, County of Cumberland, district of Windsor 1840-1849</i>)</p>	<p><b>Bibliography</b> Frith J., 1968, <i>From the rich man's table</i>, political cartoon by John Frith, Old Parliament House, Canberra, accessed 11 May 2007, &lt;<a href="http://www.oph.gov.au/frith/thehearld-01.html">http://www.oph.gov.au/frith/thehearld-01.html</a>&gt;.</p> <p>Include the following information:</p> <ol style="list-style-type: none"> <li>1. author (if available)</li> <li>2. year produced (if available)</li> <li>3. title of image in italics (or a description)</li> <li>4. format and any details (if applicable)</li> <li>5. name and place of the sponsor of the source</li> <li>6. accessed day month year (the date you viewed/downloaded the image)</li> <li>7. URL or Internet address (between pointed brackets)</li> </ol> <p>If there is no named author, put the image title first, followed by the date (if available):</p> <p><i>Khafre pyramid from Khufu's quarry</i>, 2007, digital photograph, Ancient Egypt research Associates, accessed 2 August 2007, &lt;<a href="http://www.aeraweb.org.khufu_quarry.asp">http://www.aeraweb.org.khufu_quarry.asp</a>&gt;.</p> <p><i>Map of the Parish of Maroota, County of Cumberland, District of Windsor 1840-1849</i>, digital image of cartographic material, National Library of Australia, accessed 13 April 2007, &lt;<a href="http://nla.giv.au/nla.map-f829">http://nla.giv.au/nla.map-f829</a>&gt;.</p>
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### To cite a WEB VIDEO

<p><b>In the text</b> In the Overlander's (2007) short film...</p> <p><i>The Cabinet of Dr. Caligari</i> (1919) is a German expressionist classic from the silent era...</p>	<p><b>Bibliography</b> The Overlander 2007, <i>Overlander.tv: Aboriginal tent embassy, Canberra</i>, online video, accessed 31 July 2007, &lt;<a href="http://www.youtube.com/watch?v=abMIHJO2nh4">http://www.youtube.com/watch?v=abMIHJO2nh4</a>&gt;.</p> <p><i>The Cabinet of Dr. Caligari</i>, 1919, online video, accessed 20 June 2007, &lt;<a href="http://video.google.com.au/videoplay?docid=-411719693227284081">http://video.google.com.au/videoplay?docid=-411719693227284081</a>&gt;.</p>
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### To cite BOOKS

<p><b>In the text</b> For direct quotations, include the author's surname, year and page number from which the quote comes:</p> <p>(Nanney &amp; Abernathy, 1995, p. 89)</p> <p>For indirect quotations, simply</p>	<p><b>Bibliography</b> Nanney, R. and Abernathy, K., 1995, <i>Exploring Microsoft Works</i>, John Wiley and Sons Inc., New York.</p> <p>Include the following information (in this sequence):</p> <ol style="list-style-type: none"> <li>1. Author's surname and initials</li> <li>2. year of publication</li> <li>3. title (with capitalised initial letters and in <i>italics</i> [word processed] or <u>underlined</u> [handwritten])</li> <li>4. volume number if applicable</li> </ol>
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omit the page number:  (Nanney & Abernathy, 1995)	5. publisher 6. place of publication.
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<b>To cite ENCYCLOPAEDIAS, DICTIONARIES &amp; REFERENCE BOOKS</b>	
<p><b>In the text</b> (<i>Encyclopaedia Britannica</i>, 1995, p. 467)</p>	<p><b>Bibliography</b> <i>Encyclopaedia Britannica</i>, 1995, Vol. 5, pp466-469, University of Chicago, Chicago.</p> <p>Include the following information:</p> <ol style="list-style-type: none"> <li>1. title (in italics or underlined)</li> <li>2. year of publication</li> <li>3. volume number</li> <li>4. page numbers</li> <li>5. publisher</li> <li>6. place of publication</li> </ol>
<b>To cite JOURNALS, MAGAZINES and NEWSPAPERS</b>	
<p><b>In the text</b> (Kissane, 1991, p.42)</p>	<p><b>Bibliography</b> Kissane, K., 1991, 'For Better and For Worse', <i>Time</i>, July 8, No. 27: 40-46.</p> <p>Include the following information:</p> <ol style="list-style-type: none"> <li>1. author's surname and first initial</li> <li>2. year of publication</li> <li>3. title of article in single inverted commas</li> <li>4. name of journal, magazine or newspaper (in italics)</li> <li>5. volume/issue and number (if appropriate)</li> <li>6. page numbers of article</li> </ol>
<b>To cite PERSONAL COMMUNICATIONS</b>	
<p><b>In the text</b> (Hindmarsh, 2009)</p>	<p><b>Bibliography</b> Hindmarsh, P. Director, Catholic Education Office 5 Emmett Place, New Town, Tasmania 7008. Phone: (03) 6234 3216 <b>Interview:</b> 14th June 2009, 4.00 pm.</p>

Teachers at Mount Carmel College and this *Style Guide* follow the conventions (and rules and consequences for plagiarism) stipulated by the Tasmanian Qualifications Authority (TQA) which governs all senior colleges, including Guilford Young College. There are a number of different referencing systems, but the one adopted here – and recommended by the TQA and used at Guilford Young College, is called the Harvard System and is a well-recognised system around the world.

If you have a source of information that is not listed in this *Style Guide*, please refer to the University of Tasmania website, <http://utas.libguides.com/referencing>, and scroll your mouse over the 'Harvard' tab until a dropdown box appears. Click on the source you wish to acknowledge and follow the examples given.