

F.W. Johnson Written Papers

1. Our aim is to establish writing standards for F.W. Johnson students.
2. The following will serve as expectations at each grade level at F.W. Johnson. These formats will be taught in English classes to each F.W. Johnson student at the appropriate grade level and students will be expected to be able to utilize the appropriate models throughout the duration of their high school. A special remedial effort will be made to bring students “up to speed” in cases where individuals have come to F.W. Johnson later within a high school year and have not had the benefit of learning the various formats expected of them.
 - Grade Nine:**
 - The *report*
 - The *mini-essay*
 - Grade Ten:**
 - The *expository* essay
 - Grade Eleven:**
 - The *persuasive* essay
 - The *research* essay
 - Grade Twelve:**
 - The *literary* essay
 - The *dialectic* essay
3. In addition to “Title Pages” and “Bibliography Pages” (if applicable) the following general guidelines should apply to paper length by grade.
 - Grade IX: 1 - 3 pages
 - Grade X: 2 - 4 pages
 - Grade XI: 3 - 6 pages
 - Grade XII: 4 - 8+ pages
4. **Definitions:**
 - a) A *report* will be the culmination of research describing a topic with at least three facts, illustrations, or examples to explain the topic and it will have a valid conclusion.
 - b) A **mini-essay** will be the result of research, which leads to a paper describing a thesis; three key ideas to support the thesis; three facts, illustrations or examples to support each key idea, and a valid conclusion.
 - c) An *expository* essay will be designed to expose the student’s approach to a particular subject. The paper must include a specific thesis statement but the paper will have the focus of ‘teaching’ about a subject rather than to persuade the reader that the thesis is the personal conviction of the student writing the paper. Writing about the events leading up to Canada’s confederation might be an example of an expository essay.

- d) A ***persuasive*** essay will have as its objective the need to try to persuade the reader that the thesis selected by the student is correct based on the research gathered and the strength of the arguments presented. The persuasive essay will seek to defend primarily one side of an issue. Arguing in favour (or against) capital punishment might be an example of a persuasive essay.
- e) A ***research*** essay is a formal essay based on an exploration of other peoples' ideas. Its purpose is to formulate a thesis based on a survey and assessment of source material. An example of a research essay might be looking at the causes of World War II from both sides engaged in the conflict.
- f) A ***literary*** essay is the result of an analysis which comes to terms with the meaning of a piece of literature. Its purpose is to interpret the meaning of a work and the techniques by which that meaning is revealed.
- g) A ***dialectic*** essay will have the stated goal of having a student examine both sides of an argument or an issue and writing the paper with the goal of producing off-setting arguments for and against an issue before reaching a conclusion based on the strength of the evidence and the student's own opinion on the subject. An example of a dialectic essay might be looking at both sides of an issue like raising the legal age for drinking or driving.

Guidelines for Written Assignments

Format

1. Use white paper 8½"x 11" inches. Write on one side only. If the paper is typed or 'word processed' use unlined paper and double-space. If the assignment is hand printed or hand written you should place a lined paper beneath your white paper and write on every other line.
2. Leave a one inch margin (2.5 cm) at the top, sides and bottom of each page except the first page and the bibliography page (both of which have a two inch (5 cm) space at the top).
3. If your written assignment does not have a title page, put your name or your school identification number (check with your teacher), the name of the section of the class, the teacher's name and the date in the upper right hand corner. Skip about three lines and start the assignment. All assignments of more than three pages should have a title page.

4. On each page except the first, put the page number in the upper right hand corner. Do not number the first page.
5. Do not leave extra space between paragraphs. Indent the first line of each paragraph five spaces if typed or 'word processed' or one inch (2.5 c.m.) if hand-written.
6. Your paper should be a clean copy, not a first draft. Therefore, there should be no words crossed out or corrections written in.
7. Fasten the pages of your paper together with a staple, which should be parallel to the top of the page in the upper left hand corner.

Quoted Material

1. All quoted material must be footnoted.
2. Prose quotations which are less than four lines long are "in line" quotations and should be incorporated into the body of the paper within double quotation marks.
3. Prose quotations longer than four lines are "block" quotations. Block quotations should be single spaced and indented 10 spaces from both margins and should not be enclosed within quotation marks.
4. Computer generated quotations must include as a footnote the Uniform Resource Locator (URL) which is the simple and consistent way by which Internet resources are identified, or the Hyper Text Transfer Protocol (HTTP) which is the standard format for the World Wide Web (www). The source and date of electronic transfer should always be included).
5. All quotations must be exact reproductions of the originals. (a) Any additions or changes to the original quoted material must be enclosed within square brackets [] (b) Any omission of a word or more must be indicated by a series of three dots with double spacing between them (. . .). If the omitted material contains a period, use four spaced dots. You must indicate when you are using another person's words or ideas. Failure to do this is plagiarism, a form of cheating or deception.

Footnotes

1. When you use someone else's words or ideas, acknowledge this using a footnote. Put a raised number (like this: ¹) right after the quotation or paraphrase. The footnote itself should appear at the foot or the bottom of the page or on a footnote page at the end of your paper. Footnote the numbers consecutively throughout the paper.
2. The first line of a footnote is indented five spaces or one inch (2.5

c.m.). Footnotes include the following data after a footnote division line like the one at the bottom left of this page:

- the author's name, in normal order, followed by a comma
- the title of the work, followed by a comma
- the edition used, followed by a comma, unless the next detail is enclosed in parentheses and followed by a comma
- the place and year of publication, all enclosed in parentheses and followed by a comma
- the number of the page (or pages) on which the material referred to appears, followed by a period

3. **The Traditional Method - Sample Footnotes:**

a) A book with one author:

¹A. J. Cronon, The Citadel, Bantam Books (New York, 1937), p 16

b) A book with two or more authors:

²Charles Nordhoff & James Hall, Mutiny on the Bounty, Pocket Books, (New York, 1932), pp 100-102

c) An essay or story taken from a book:

³Max Beem, "How Shall I Word It", Prose for Senior Students, ed. J. Gill & L. Newell, (Toronto, 1960), p 84

d) Newspaper article, no author given:

⁴"Where Are the Children?", Toronto Globe and Mail, March 1, 1976, p 24

e) Magazine article, author given:

⁵William Davis, "Hello, I'm a European", Time, March 12, 1973, pp 39-40

f) To quote frequently from the same literary work, include a note such as the following after the first footnote reference.

⁶Shakespeare, King Lear, ed. Kenneth Muir, (London, 1978), III, iv, pp 100-106

Subsequent references will be identified with parentheses – see footnote #7.

⁷(King Lear IV, vii, 45-48)

Another accepted method of referring to the source as the one referred to in the footnote immediately preceding it, is to use the Latin expression, 'Ibid', the abbreviation for the Latin word 'ibidem', meaning "the same", ie:

³Ibid, p 50

These footnotes are frequently used when a writer wishes to elaborate a point made in the text of a paper.

4. **The Social Science Method**

With this method all documentary references are contained within the body of the text. Since you will list all sources of information used at

the end of the paper, the citation in the text should contain only enough information to direct your reader to the relevant entry in your list of references. Use the following examples as models:

- a) Passages from the text of an essay:
 - It has been shown (Waxman, 1991) that native speakers of a language are not usually conscious of its patterns.
 - The history of the word jazz has been shown (Merriam & Garner, 1994) to be very complex.
- b) If you refer to an author in your text, it is not necessary to repeat his name in your citation.
 - As Waxman has shown (1991), there are several approaches to language studies.
 - Merriam and Garner (1994) found over a dozen theories of the origin of the word jazz.
- c) If you use an article for which no author is given, use the first few words of the title instead.
 - A recent study (“The Blood Business,” 1992) has shown that superstition still influences our ideas about blood.
- d) References to specific passages include page numbers, separated from the date by a colon.
 - “An excellent example of understanding has been given us by Theodora Kroeber (1991:6-8) in her biography of Ishi . . .” .

Bibliography

This is a list of all the sources used in the paper. All sources are arranged in alphabetical order by author (or by title, if no author is given). Each item in the bibliography is single spaced. The second line of an item is indented five spaces and a double space is left between entries. Note the following specific details:

1. **Bibliographical entry for a book contains:**

- a) author’s name - last name, then first name
- b) title of the book, underlined or italicized
- c) the name of the editor or translator
- d) edition used (if not the first)
- e) number of volumes (if applicable)

Each of the above items of information is followed by a period.

- f) the place of publication, followed by a colon
- g) publisher’s name, in shortest form, followed by a comma
- h) the year of publication, followed by a period

Examples:

Book by one author

Vanderhaeghe, Guy. Man Descending. Toronto: MacMillan, 1982.

Book by two or more authors

Croxton, F. E. & Cowden, D.J. Applied General Statistics. New York: Prentice-Hall, 1990.

Book with no author's name

The Liberal Way. Toronto: Dent, 1995.

2. **Bibliographical entry for an article or story in a newspaper, magazine or journal contains:**
- a) author's name - last name, then first name
 - b) title of article in quotation marks, followed by a comma
 - c) name of the newspaper, magazine or journal, underlined, followed by a comma
 - d) the volume number of the periodical [magazine] in capital roman numerals (i.e. VI) followed by a comma
 - e) the issue number in Arabic numbers (1,2,3 ...)
 - f) the date of the volume and issue, in parentheses, followed by a comma
 - g) for an article in a book, include next the place of publication, followed by a colon; the publisher's name, followed by a comma; and the date, followed by a period
 - h) the inclusive page numbers of the article followed by a period.

Bibliographic Form

For a **BOOK**

Author. Title. City of publication: Publisher, Copyright.

Example:

Sperry, Armstrong. All About the Arctic and the Antarctic. New York: Random House, 1975.

For a **BOOK with two authors**

Author (last name, first name) and second author (first name, last name). Title. City of publication: Publisher, Copyright.

Example:

Murphy, B. Beasley and N. Baker. Thor Heyerdahl and Reed Boat. Ra, New York: Lippincott, 1974.

For an **ENCYCLOPEDIA ARTICLE**

"Article." Author (if known). Encyclopedia name. Most recent copyright. Volume number, pages.

Example:

“Ethiopia.” The New Book of Knowledge. 1978. 5, 296-301.

For an **ENCYCLOPEDIA ARTICLE (CD-ROM)**

Author (if known). “Article,” Encyclopedia name. (Electronic Version), copyright date.

Example:

Smith, John. “Rockets.” Softworks Toolworks. (Electronic Version), 1991.

For a **MAGAZINE ARTICLE**

Author (if known). “Article,” Magazine. Date, page.

Example:

Cummings, Joseph E., Jr. “Terrible Twist of Fate.” National Wildlife. June/July 1980. p.29.

For a **FILMSTRIP, MOTION PICTURE, VIDEO**

“Title of Strip,” Title of Series (if applicable), (Video). Producer, Copyright (if available).

Example:

“Keeping Well,” Good Health Habits (filmstrip). Coronet Instructional Media, 1968.

For an **INTERVIEW**

Name of Interviewee, place, date.

For an **INTERNET WEBSITE**

Author (last name, first name) if given. “Title of Document.”
Type of Medium. URL. Accessed
Day Month Year.

Example:

Phillips, Rick, “About Today’s Date.”
Online.<http://acorn.educ.nottingham.ac.uk/cgi-bin/daynum>.
Accessed 18 March 1997