

# **CHAPTER EIGHT**

## **FORMAT CONVENTIONS**

# FORMAT CONVENTIONS

Once you are satisfied that you have a polished draft of your paper, the next step is to put the paper in final form. To be sure your paper has a good appearance , you'll want to type it or have typed it. You need to follow certain conventions in formatting your paper. We will start with special conventions for presenting research material “particularly quotations”.

# PLACING NOTE REFERENCES IN THE TEXT

Here we are concerned with the reference marks ( or footnote numbers )in the body of the paper:

1. Number notes consecutively throughout the paper ( do not reuse a number, for example the fifth note will be numbered 5 even if its contents matches exactly that of note numbered 2 , 3, etc.).
2. Use Arabic numerals (1,2,3. etc.) as reference marks in the body of the paper.

3. Type each number so it will appear to be raised roughly one-half space above the line – like this<sup>3</sup> - as a superscript figure. Do not put space before the number – like this <sup>3</sup> - and do not embellish the number with slashes, parentheses, periods, hand-drawn circles, or any other marks. However, do put number after all punctuation but dashes.
4. Always put the number after the material to which it refers:

**Steinnem writes:” Hamlet may have intended only to pretend insanity, but despite himself on some subjects the depth of his sorrow made him truly mad.”<sup>3</sup>**

5. Place numbers as close as reasonably possible to the end of the material to which you are referring, but always at the end of a clause or phrase so that it does not interrupt a thought. The number will be at the end of the sentence, for example:

**Steinnem feels that because of the “depth of his sorrow” Hamlet at times is actually insane.<sup>3</sup>**

6. Numbers could come in the middle of the sentence because only the first part is attributable to the source, for example:

**Steinnem feels that because of the “depth of his sorrow” Hamlet at times is actually insane,<sup>3</sup> but Hamlets feelings for innocent Ophelia ....etc.**

# PRESENTING QUOTATIONS

Be sure you quote accurately. Check the quotations you have used with the source they came from.

## SHORT QUOTATIONS

If a quotation takes four or fewer lines of typing in your paper, it's a short quotation.

### **Rules in presenting short quotations:**

1. Type the quotation along with your own writing, without special indentation or spacing.
2. Use quotation marks to enclose your source's exact words.
3. Place a footnote number after the quoted material and following all punctuation but dashes

# LONG QUOTATIONS

If a quotation would take up more than four lines of typing in your paper, it's a long quotation, and you must give it special treatment so it will be easy to read and clearly identifiable as someone else's words.

## **Rules for presenting quotations in double-spaced typing:**

1. triple-space before and after the long quotation.
2. Double-space the quotation.
3. Indent the quotation ten spaces from the left margin.
4. Do not use quotation marks unless the passage itself contains a quotation. Then use normal double quotation marks for the quotation.
5. Place a footnote number immediately after the quoted material and any following punctuation.

# OMITTED WORDS

Sometimes you want to omit words in the middle of a quotation because they are irrelevant or awkward when out of their original context. Simply replace the omitted words with the ellipsis mark (. . .)- three spaced dots with a space at the beginning and end, for example:

**“On the other hand, some . . . Were not convinced.”**

Sometimes ellipsis are used at the beginning or the end of the quotation, for example:

**“ . . . don’t do this.”**

**“ Don’t do this, either . . . “ .**



Sometimes you need to quote the first part of the sentence, and want to omit the end of it, and want to continue quoting again with the next sentence. The solution is to use four dots, without a space before the first one.

Sometimes you need to omit a paragraph or more, you need to use four dots, for example:

**They caused more damage rather than trying to fix the problem. . . .**

# ADDED WORDS

Sometimes you need to add an explanation within a quotation so that the quotation makes sense. Use brackets to separate your words from those you are quoting.

## AN ERROR IN THE QUOTATION

If you find an error in the quotation you want to use, place “[sic]” next to the error. For example:

**“The Olimpics [sic] caused us no trouble.”**

The word (sic) is Latin for “thus”. As used here, it means that the wrong word was like this in the original quotation. You know it is wrong but you can not correct it. This happens especially in quotations from a very old piece of writing.

# PUNCTUATION WITH QUOTATION MARKS

**How to use punctuation marks with quotations :**

1. Periods and commas always go inside quotation marks, even if the mark is part of your sentence and not part of the quotation. For example:

*The columnist said that “the Olympics have not been beneficial to the host.”*

2. Colons and semicolons always go outside quotation marks. For example:

*The columnist said that “the Olympics have not been beneficial to the host”; unfortunately, many other agree with him.*

3. Question marks and exclamation marks go inside the quotation marks if the quotation itself is a question or an exclamation. Otherwise, place them outside the quotation marks. For example:

*The columnist asked, “Do you really believe that the Olympics have been beneficial to the host?”*

# OTHER FORMAT CONVENTIONS

Format conventions that are needed in finishing a paper:

## 1. Typing:

You will need to type your paper or research because it will be easier to correct mistakes in the future. Sometimes handwriting isn't clear and couldn't be read. It is better to type clearly according to the rules given by your supervisor.

## 2. Paper:

It is better to use white paper instead of colored ones and the size should be A4.

### **3. Cover Page:**

The cover page should contain your title of your paper, your name, date submitted and supervisors name.

### **4. Numbering Pages:**

Use Arabic numbers (2,3,4,etc.) and place the number in the bottom middle of the page except the beginning of each chapter or section the page number ( 1 ) should be at the top right of the paper. If you have a preface, acknowledgements, table of contents, list of figures or charts or tables you should use small Roman numerals at the bottom in middle of the page( ii, iii, iv, v etc.).

- **The outline of a research paper:**

**Title**  
**Your name**  
**Supervisor**  
**name**  
**Date**  
**(cover**  
**page)**

**Acknowledge**  
**ments**

**Abstract**

**Table of**  
**figures**

**Table of**  
**diagrams**  
**or charts**

**Table of**  
**contents**

**Chapter**  
**One**

**Chapter**  
**two**  
**Etc.**  
**conclusion**  
**s**

**Bibliography**  
**Or**  
**References**

**Appendixes**

**Abstract**  
**in Arabic**

**Title**  
**Your name**  
**Supervisor**  
**name**  
**Date**  
**(cover**  
**page)**  
**In Arabic**