WRITING CENTER WORKSHOP
"The Style and Formatting of Scholarly Papers"

The purpose of this workshop is to encourage you to turn your NCUR presentation into article form so that it may be submitted to the NCUR annual "proceedings" journal for publication. And, if you already have your presentation in article form, to review with you some of the basics of style and formatting for scholarly papers.

As you probably know already, there are different "styles" for different fields. In other words, the method for citing sources varies from discipline to discipline. In fact, even different teachers in the same discipline may have different requirements. EASY ACCESS includes two commonly used documentation systems: the MLA style for the humanities and the APA style for the social sciences. The Council of Scientific Editors (CSE) style, which is used in the life sciences, is not included. Neither is the Chicago Manual of Style, often used in business, history, and many of the hard sciences. Neither is the Institute of Electrical and Electronic Engineers (IEEE) style, used in such fields as computer science. For the sake of uniformity in its papers, NCUR has designated the Chicago Style for their proceedings. EASY ACCESS does provide a quick reference that covers the fundamentals of that style. The key points are these:

1. You use superscript numbers in the text of the paper to signal documented information.
2. The numbers correspond to a numbered list of sources at the end of the text (endnotes).
3. Subsequent references to the same text need only a partial citation.
4. There is an endnote entry for every numbered reference in the text.
5. NCUR's *Proceedings* does not require that you include a bibliography.
6. Electronic sources are cited in the same way as print sources, only with the addition of the Web address and the date of access. (Refer to FAQ on the Chicago Manual of Style (CMS) Web page.)

You can refer to the two web sites at the bottom of the NCUR web page on submission instructions for formatting requirements. Here are some of the significant points:

1. Note that NCUR includes information and examples as to how tables, charts, and pictures are to appear and how they should be referenced.
2. Note also that, under "8. References," they say that "You may opt to use a style other than CMS when it is better suited to your discipline, provided that references are numbered and appear at the end of the paper." Chemists and physicists seem to be the ones affected here. Consult with your faculty mentor if you're unsure as to what style you should use.
3. Finally note that they give you numerous examples of different kinds of references—books, journals (print and online), magazines, newspapers, web resources, etc.

You may refer to *Proceedings*, the official publication of NCUR for complete examples in the style and formatting of scholarly papers.

Finally, a few pieces of advice on scholarly writing:

1. Be aware of the differences between summarizing, paraphrasing, and quoting your sources. (See examples below.) A summary condenses information, perhaps capsulizing a whole chapter in a short paragraph or a paragraph in a single sentence. A summary should be written in your own words; if you use apt phrases from the source, put them in quotation marks. A paraphrase reports information in roughly the same number of words as used by the source; it should not borrow extensive language from the source. Both the paraphrase and the summary are, of course, cited. In addition to citing summaries and paraphrases, cite any other specific borrowings from a source: statistics, little-known facts, controversial data, charts, graphs, diagrams, and borrowed ideas. The exception is common knowledge—information that readers could find in any number of general sources because it is commonly known. For example, the current population of the United States is common knowledge as are the dates of the Civil War and the names of the men who first landed on the moon. When in doubt, cite the source.
2. Quotations should be accurately copied (and proofread carefully, just like the rest of your work). If you leave out words in the middle of a quotation, you should indicate these with ellipses (. . .) but you needn't use ellipses if you delete words or phrases from the beginning or end of a quotation. If a quotation is over two lines long, it should be indented. Avoid over-quoting. Particularly avoid quoting large blocks of material. Such information should be summarized or paraphrased. Otherwise, you appear lazy. Remember, your job as researcher/writer is to integrate and assimilate your sources, to shape them to your own purposes. They should serve your thesis, your argument or hypothesis, or theory. You are not simply a compiler of information.
3. When you do choose to quote material, it should be for a good reason: the words express the opinion of a noted authority in the field, for example, or they have been phrased in a particularly striking and interesting way that would be sacrificed in a summary or paraphrase.
4. Avoid "dropped quotations." (See example below.) That is, avoid dropping quotations into the text without warning; instead, provide clear signal phrases, usually including the author's name, to prepare readers for the source. (See examples below.) Merely providing a citation is not sufficient. The idea is to make your essay as smooth, as seamless as possible. So usually you need to name (fully) and briefly identify the person whose words you're quoting.

SUMMARIES AND PARAPHRASES

A *summary* condenses information from a source, perhaps capsulizing a chapter in a short paragraph or a paragraph in a single sentence. A *paraphrase* reports information in

roughly the same number of words used by the source. Neither a summary nor a paraphrase borrows extensive language from a source.

> Original Source:
> Public and scientific interest in the question of apes' ability to use language first soared some 15 years ago when Washoe, a chimpanzee raised like a human child by R. Allen Gardner and Beatrice Gardner of the University of Nevada, learned to make hand signs for many words and even seemed to be making short sentences.
>
> Summary:
> Interest in the ability of apes to use language was sparked in the early seventies, when a chimpanzee named Washoe was taught sign language by R. Allen Gardner and Beatrice Gardner.
>
> Paraphrase:
> Interest in the ability of apes to learn language mounted in the early seventies, with reports that Washoe, a chimpanzee raised and trained by professors R. Allen Gardner and Beatrice Gardner, had learned words in sign language and may even have created short sentences.

INTEGRATE QUOTATIONS AS SMOOTHLY AS POSSIBLE

Readers should be able to move from your own words to the words you quote from a source without feeling a jolt. Avoid dropping quotations into the text without warning; instead, provide clear *signal phrases*, usually including the author's name, to prepare readers for the source.

Dropped Quotation:
Although the bald eagle is still listed as an endangered species, its ever-increasing population is very encouraging. "The bald eagle seems to have stabilized its population, at the very least, almost everywhere" (Sheppard 96).

Quotation with Signal Phrase:
Although the bald eagle is still listed as an endangered species, its ever-increasing population is very encouraging. *According to ornithologist Jay Sheppard,* "The bald eagle seems to have stabilized its population, at the very least, almost everywhere" (96).

To avoid monotony, try to vary your signal phrases. The following models suggest a range of possibilities:

In the words of researcher Herbert Terrace, ". . ."

As Flora Davis has noted, ". . ."

The Gardners, Washoe's trainers, point out that ". . ."

". . .," claims linguist Noam Chomsky

Psychologist H. S. Terrace offers an odd argument for this view: ". . ."

Note that it is not always necessary to quote full sentences from a source. At times, you may wish to borrow only a phrase or to weave part of a source's sentence into your own sentence structure: *Brian Millsap claims that the banning of DDT in 1972 was "the major turning point" leading to the eagles' comeback.*