

STYLE GUIDE FOR PAPERS

A fundamental aspect of academic professionalism is conformity to the particular writing style characteristic of a given discipline. This Style Guide is based on what is known as Chicago Style, with some added or altered elements, and is the standard that you should use in drafting all written work for departmental courses. In those cases where this guide does not address a specific issue you may have, please refer to the Chicago Manual of Style (14th edition, University of Chicago Press: 1993), available in the reference section of the Trexler library.

MANUSCRIPT FORMAT:

General:

- When printing your final draft, use clean, white 8½” x 11” bond paper, and print one side only. **DO NOT PRINT FINAL DRAFTS ON PAPER THAT HAS BEEN SALVAGED FROM THE RECYCLING BIN.** While I appreciate the ecological concerns involved, a final paper draft should not also be a statement on environmental ethics. This is simply a matter of disciplinary professionalism.
- **NEVER** use textbooks, encyclopedias (of any kind) or other basic reference book in college-level research.
- The text of the manuscript body must be typed, doubled-spaced, and in 12 point Times Roman or Garamond font.
- Margins of all pages of the paper must be at least 1 inch and no more than 1¼ inches on all four sides, with ½ inch headers (if used).
- A separate, unnumbered title page including the title of the paper, your name, the name of the course, the current semester, the date of submission and the signed Muhlenberg College Academic Behavior Code Pledge is required on all papers (see Figure 1 of this style guide). The Pledge is to be TYPED as follows:

I pledge that I have complied with the Muhlenberg College Academic Behavior Code in this work.

[your signature]

REFER TO PAGE 11 OF THIS STYLE GUIDE TO SEE THE FORMAT FOR THE TITLE PAGE

- Begin the text of the paper on the page after the title page, headed with the complete title of the paper and your name.
- With the exception of the title page, all pages of the manuscript should be numbered (bottom, center) with Arabic numerals, beginning with the first page of text: 1, 2, 3, 4, 5. . .
- The manuscript should be clean, collated and neatly stapled in the upper left-hand corner of the paper. **PAPERS THAT ARE NOT STAPLED WILL NOT BE ACCEPTED.**
- Do not submit papers in folders, manila envelopes, report covers or similar.

- While you may incorporate non-textual data in your paper (so long as it is in conformity with this style guide), do not include any *irrelevant* supplementary materials, such as images, figures, illustrations, tables, etc. that are not essential to and explicitly referenced in the text.

Running Text:

- Write inclusively: avoid sexist language. See Casey Miller and Kate Swift’s *The Handbook of Nonsexist Writing* (New York: Lippincott and Crowell, 1980), or The University of College Cork’s Guide to Non-Sexist Language (<http://www.ucc.ie/ucc/equalcom/language.html>).
- Do not use contractions: write “do not” instead of “don’t,” “can not” instead of “can’t,” etc.
- Commas: Use serial commas. Use a comma to separate the clauses of a compound sentence but not a compound subject or a compound predicate unless there are three or more elements. Use commas around parenthetical elements.
- Lists: Generally, run lists into text with (1), (2), (3), etc. not (a), (b), (c), etc. Use pairs of parentheses, not singles.
- Spelling: Where alternate spellings exist, use the first spelling in *Webster’s* unless otherwise noted.

Capitalization:

- Events: Capitalize historical, quasi-historical, political, economic, and cultural events/plans:

Battle of the Books	the Holocaust
Boston Tea Party	California gold rush
Industrial Revolution	Cold War (20th century, USSR vs. USA)
Great Depression	cold war
- Fields of study—do not capitalize:

B.A. in anthropology
the sociology department
he studied psychology at Harvard
- Figures, tables, appendixes: Capitalize in text if they refer to items within the present work:

“In Figure 1 . . .”
“As you can see in Table 2 . . .”

. . . but lowercase if they refer to those in other works:

“In Johnson’s figure 1 . . .”.
