

Tikrit University
Collage of Education for Humanities
English Department



Writing Research Paper
Third Year
Format Conventions
Asst.Lect. Marwah Sh. Yaqoob

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Chapter 8: Format Conventions

Convention of format in writing have to do with spacing, margins, and other related minutiae/details that usually have little to do with the substance of paper but that can have a lot to do with a reader's reaction to it. (It is an agreement in writing a research paper the shape, the size of writing, page margins on all size (top, bottom, left.....).

Placing Note References in the Text

Here we 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 , the fifth note will be numbered 5 even if its content matches exactly that of note number 2)

2-Use Arabic numerals (1,2,3,etc)as a 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 this³---as a superscript figure. Do not space before the number ----like this³----as and do not embellish the number with slashes, parentheses, periods, or any other marks. However, do put the number after all punctuation but dashes.

4-Always put the number after the material to which it refers.

Types of quotations

There are two types , short quotation and long quotation.

Short quotation: If a quotation will take up four or fewer lines of typing in your paper , it is a short quotation. Here are rules for presenting short quotation:

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 quotation: If a quotation would take up more than four lines of typing in your paper ,it is a long quotation. Here are the rules for presenting a long quotation 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 but retain the normal right margin.

4-Do not use quotation marks unless the passage itself contains a quotation. Then use normal double quotation marks for the quotation within 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, simply replace the omitted words with the ellipsis mark (...)three spaces dots with a space at the beginning and end. For example:

“on the other hand, some... were not convinced.”

You don’t need to use the ellipsis if you are leaving out words at the beginning or at the end of a quotation. If you want to quote the first part of a sentence, omit the end of it, and continue quoting again with the next sentence by placing four dots without spacing before the first one. For example:

“The Americans were outraged...The French were more stubborn this time and held the events anyway.”

If you want to omit a single paragraph, use four dots (one for the period of the sentence you are just ending and three for the omitted paragraph).

If you want to omit more than a single paragraph (and this should be highly unusual), indicate the deletion with a full line of spaced dots:

.....

Added words

Sometimes you need to add an explanation within a quotation so that the quotation will make sense. Use brackets to separate your words from those you're quoting. Do not use parentheses instead of brackets, or your readers may think they are still reading part of the quoted material.

An Error in the Quotation

If you find an error in the quotation you want to use, place “[sic]” next to the error. The word *sic* is Latin for “**thus**”. As used here, it means, “The wording was thus in the original. I have recorded the wording faithfully, but I know it contains an error.”

However, when you quote from a very old piece of writing in which spelling and punctuation are markedly different from what is normal today, you need not mark such “errors” with *sic*.

Altering A Quotation

You can alter the capitalization at the beginning of your excerpt or following an ellipsis. For instance, you wouldn’t want to begin one of your sentences like this:

“the Olympics have not been beneficial to the hosts,” said the columnist.

Go ahead and capitalize **The** even though the word comes in the middle of the columnist’s original sentence.

You also can highlight or emphasize a portion of a quotation by underlining (or italicizing) it. However, you must ensure that readers can tell who added the emphasis, you or the original writer. Ordinarily any underlining (or italics) in a quotation belongs to the original pas-sage. Therefore, if you alter the material, provide an explanation in parentheses at the end of the quotation or in your note for the passage. A statement such as "**Emphasis added**" will do.

Similarly, when readers see an ellipsis or words in brackets in a quotation in your paper, they'll think the alteration is yours. If the change appeared in the source you're quoting, explain this in parentheses after the quotation or in your note with a statement such as "**Ellipsis in original**" or "**Words added in original.**"

Punctuation with Quotation Marks

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

The columnist said that "the Olympics have not been beneficial to the hosts. "

Colons and *semicolons* always go *outside* quotation marks:

The columnist said that "the Olympics have not been beneficial to the hosts"; unfortunately, many other people agree with him.

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

The columnist asked, "Do you really believe that the Olympics have been beneficial to the hosts?"

Did the columnist say that "the Olympics have not been beneficial to the hosts"?

Quoting Poetry

Quoting A Single Line of Poetry

If you're quoting a single line of poetry, treat it basically like a short quotation of prose.

Quoting Two or Three Lines of Poetry

For two or three lines of poetry, you can place the poetic lines in your paragraph as with a single line of poetry. The difference is that you separate the poetic lines with a virgule (/) with a space on each side.

Quoting Two or More Lines of Poetry

You can present two or more lines of poetry something like a long quotation of prose.

The rules for omitted words, added words, errors in the quoted material, and punctuation with quotation marks apply for poetry as well as for prose. However, do not alter the capitalization of quoted poetry to fit your context; change your context instead.

Omitting Lines of Poetry

If you want to omit an entire line or more of poetry, indicate the omission with a line of spaced dots about the same length as the line you just quoted:

I have walked this path before-

.....

Warmth stirs within me.

The time has come once more

to search for you. (11. 7, 14-16)