

**THOMAS JEFFERSON HIGH SCHOOL  
MANUSCRIPT FORM**

**I. QUOTING FROM PRIMARY OR SECONDARY SOURCES**

- A. Quoted material is placed in the body of the paper unless it is a long passage. If poetry, use slash marks to show line lengths.

**Example:**

Fletcher draws the image with “Black swallows swooping or gliding / In a flurry of entangled loops and curves; / The skaters skim over the frozen river” (649).

- B. Indent five or more lines of prose as you write or type it or four lines of poetry as the poet wrote it.

1. Double space (if paper is hand written, skip a line) between the body of paper and the beginning of quotation.
2. Indent one-half inch beyond paragraph indentation at both margins.
3. If paper is typed, single space the quoted material to separate body of paper from quoted portion.
4. Do not use quotation marks since single spacing and indentations indicate that that material is being quoted.

NOTE: If however, the original source has quotation marks, use quotation marks as they appear in the original.

5. Double space before resuming body of paper. If paper is written, skip a line.

**Example:**

Sprawling, he looked up to where it loomed and lowered over him like a cloudburst and colored like a thunderclap, quite familiar, peacefully and even luridly familiar, until he remembered: This was the way he had used to dream about it. Then it was gone (513).

- C. If the quoted material has indentations for paragraphs or indentations for poetry lines, indicate them.

**Example:**

While, like a paid ghastly river,  
Through the pale door,  
A hideous throng rush out forever,  
And laugh-but smile no more (142).

- D. If quoting drama in an indented situation, do not use quotation marks since the original source, the play, does not have them. It is not necessary to use either single or double quotation marks since in drama the dialogue is not placed in quotation marks.) Also, include speaker(s)'s name(s).

**Example:**

BETTY: You drank blood, Abby! You didn't tell him that!  
 ABIGAIL: Betty, you never say that again! You will never --  
 BETTY: You did, you did! You drank a charm to kill John Proctor's wife! You drank a charm to kill Goody Proctor (17)!

NOTE: Use block form when more than one speaker, even if the quote is less than four lines.

- E. Quoting within quotations: If a quotation is quoted in the body of a paragraph, use double quotation marks and single quotation marks.

**Example:**

\_\_\_\_\_ " \_\_\_\_\_ ; " \_\_\_\_\_ .

- F. Additional quotation marks: If material to be cited is already quoted as in example E, add additional quotation marks to the inside so that single and double quotation marks are alternately used.

**Example:**

\_\_\_\_\_ " " \_\_\_\_\_ " " \_\_\_\_\_ .

- G. **Ellipses** are sets of periods used to indicate that a word, phrase, sentence or paragraph has been omitted from a direct quotation. When omitting material, be fair to the writer's intent and be sure material blends clearly and correctly with your writing. Observe the spacing before and after periods.

1. For material omitted within the sentence (or within a line of poetry) use three periods:

□ \_\_\_\_\_ . . . \_\_\_\_\_ . //

2. For material omitted at the end of the sentence (or at the end of a line of poetry), use three periods plus the end mark, usually another period. Also, use four periods if one or more sentences (or paragraph) is omitted in prose or drama.

" \_\_\_\_\_ . . . . "

" \_\_\_\_\_ . . . ? "

3. Use only a small case letter if material is omitted at the beginning of a sentence.

He regretted [his forgetfulness for all Shakespeare's characters.]

**EXCEPTIONS:**

- a. If quoted material starts a new sentence in your paper and the beginning of the quoted material is omitted, omit ellipsis and use a capital letter in brackets:

□[C] are \_\_\_\_\_.”

- b. If the pronoun I or a proper noun is not the beginning of a quoted sentence, use three periods:

□ . . . Pittsburgh \_\_\_\_\_.”

- c. If quoting poetry, use three periods when the beginning of a line is omitted.

4. If there is punctuation preceding the ellipsis, it is canceled by the ellipsis.
5. For the omission of one or more lines of poetry, use a full line of alternating periods and spaces:

\_\_\_\_\_

\_\_\_\_\_

.....

6. Do not use any ellipses for one to four word phrases.

**EXAMPLE:**

□In his service□

H. Punctuation before quoted material varies according to the content of the lead-in and the quotations:

1. He concludes with a romantic view: (quotation will follow)
2. He promotes the New World by noting □the advantages of his new life. . .□ (4). (Lead-in and quotation marks make a complete sentence).
3. He wonders about creation when he asks, □Who in this Bowling Alley bowled the Sun□ (31)? (Normal punctuation used following speaker and verb).
4. Toward his people he reveals a patriarchal attitude. (A lead-in that is complete by itself).

I. **Brackets:** These are not parentheses and may need to be done by hand. Use [ ] for any addition or alteration you make to the quoted material, such as

1. changing verb tense to fit with your lead-in or your paper,
2. clarifying a pronoun or other word,
3. adding a subject or verb or other words necessary for clarity,
4. changing a letter to a capital or small case or vice versa,
5. adding or changing punctuation,
6. noting an error in the original text with [ sic].

**Example:** [He] lived in a kind of independence of everyone but Providence.

J. **Pagination of quoted material (primary source material):**

Note: End punctuation follows parentheses.

1. Quotation in body of paper:

[End of quotation] (37).

2. Quotation with ellipsis:

[Quoted material . . . ] (37)?

3. Indented quotation:

\_\_\_\_\_ (37).

**NOTE:** If pagination is not used, periods and commas go inside quotation marks:

[Don't worry about the price of a good novel.]

**II. UNDERLINING AND QUOTING LITERARY WORKS** (not your own composition titles!):

- A. Underline or italicize major works: novels, novellas, novelettes, plays, epic length poems, magazine titles, encyclopedia names, newspaper titles, pamphlets, speeches, historical documents, ships, italicized items, films, radio and television programs.
- B. Quote shorter works: short stories, magazine articles, newspaper articles, encyclopedia articles, encyclopedia articles, most poems, essays, letters, words used in special or figurative way, songs, chapters, lectures, paintings.
- C. Sacred writings are not underlined or quoted.
- D. Titles within titles:  
□Young Goodman Brown□ and Hawthorne□s Puritan Heritage  
 (short story as part of a book□s title)  
  
□Review of Catch 22" (novel as part of an article□s title)  
Twentieth Century Interpretations of The Scarlet Letter (name of book which discusses another book)

### III. MANUSCRIPT FORMAT

#### A. For typed paper:

1. The following items should be programmed into Microsoft Works. Change as necessary:
  - Times New Roman
  - Font Size: 12
  - Headers and Footers (that is, top and bottom margins)
  - Side Margins
2. Use Black print.
3. Double space your paper. Go to Menu Bar to *Format/Paragraph/Spacing*. Under *Line Spacing*, click on down button to *2 li*.
4. **Page numbering and ID:** On the menu bar, click *View/Headers and Footers*. In the *Header* box, type your **Last Name** or **Initials** (teacher will direct you). Go to *Footer/insert/page number (centered)/suppress 1<sup>st</sup> page/file/page setup/other options/no footer 1<sup>st</sup> page*. Then click **OK**. Your ID will be on the top of the page (Header). Page numbers will be centered on the bottom of each page, except for the first page, which is unnumbered.
5. The first page if the body of your paper will not be numbered. It will, instead, have a top margin of approximately two inches. To begin, hit “*Enter*” three times. You are in the double space format, this will bring the cursor down to the correct line on the page for a two-inch top margin. Begin typing on this line. **Research only:** Do not type the title of your paper on this page since you will have a separate title page.
6. Use *Tab* for paragraph indentation.
7. Use standard typing rules. Remember: Two spaces after a period and no space before any mark of punctuation.
8. **Quotations:** Microsoft Works has a quotation feature for *blocked form*. Highlight paragraph to be indented. Select *format/easy formats*. Scroll down to *Quotation/Apply*. Note: you must hit *Enter* at the end of the line of type that precedes the quoted material. The *Quotation* format will indent the quote from the margins and single space.
9. **Save** (on Drive A) as *your initials & title*. (Example: JCSelet) Save at frequent intervals to protect your work from possible loss. You can save under *File* or by clicking the tool bar on the picture of the disk. Use *Print Preview* under *File* or the *Zoom* on the tool bar to check the set-up of your typewritten page before you save and/or print.
10. Write your name, date, period, teacher's name on the back of your last page.

B. For written paper:

1. Use a blue or black pen.
2. Use composition paper, not paper torn from a notebook.
3. Place the title on the first line, then skip a space before starting the composition.
4. Use one-inch margins on sides and bottom of each page.
5. Write on only one side of the paper.
6. Number all pages in the upper right-hand corner, except the first page. Do not write p. or page.
7. Staple pages in upper left-hand corner.

#### IV. NUMERALS

A. Numbers should be written out if they can be written in one or two words.

**Example:** One, thirty-six, two thousand

B. Exceptions to this practice include addresses, money, time references, dates, and page numbers.

C. Numbers compared or contrasted should be in the same style.

**Example:** 5 out of 125

The Computer Lab - Room 103 has the following word processing packages:

*Microsoft Word 97*

*Microsoft Works 3.0*

**NOTE:**

If students have a higher word processing version at home, have them save to one of the versions we have at school. This will enable them to open their work at home and at school. An example would be *Microsoft Works 4.0* versus *Microsoft Works 3.0* (in lab.) If TJHS has a higher version than they have at home, they must save to the version they have at home (lower version).