

# STYLE SHEET

## FOR WRITTEN PRESENTATIONS

An essay or special study should centre around a main theme or central claim. Everything that is written should contribute to the development of this theme or claim.

Two questions to ask to help determine the appropriateness of the material are:

1. What specific subject am I writing about?
2. What do I want to say about this subject?

One way to organize the material in a logical fashion is in the following format:

1. **Title Page** Include title, author, date, subject (eg. Applied Anatomy and Physiology of Dance, Part II), Centre Information, etc.
2. **Table of Contents** List the section headings, with page numbers (if applicable).
3. **Introduction** The introduction includes a brief statement to set up the topic and to make the central claim. The claim or theme will become the focus of the body of the paper.
4. **Body of the Paper** This is the longest section that will include the information to develop the topic, explore the claim, present possible results, implications, etc.  
  
In a longer paper, it is often useful to subdivide the body of information into sections using headings and subheadings.
5. **Diagrams, Photographs, Graphs, X-rays** Include any aids that will assist with development and understanding of the topic. These can be used throughout the text, or in the appendix.
6. **Conclusion** This allows you to pull the information together to leave the reader with a clear summary, including the initial premise and the results. The result may be another question, the need for further research or investigation, or a clear cut conclusion.
7. **Appendix** This is an optional part, and can be used for charts, tables, surveys used to gather information, etc.
8. **Bibliography** An alphabetical listing, (by author's last name), of all references used in researching the topic. This includes all material directly quoted (footnotes repeated), and other material used but not quoted. See later section.

Other points to keep in mind:

1. Use language that is comfortable. If using technical or anatomical terms, use them very carefully and correctly.
2. Try to vary sentence type throughout the paper, some short and simple, others long and more complex. Keep sentences clear and precise, with appropriate punctuation. Keep consistency throughout, eg. if using the third person, “him/her/them”, etc., do not slip into the second person, “you”.
3. Abbreviations and symbols should be kept to a minimum.
4. Spacing: It is recommended that the written presentation is typed, and double or 1.5 lines spacing.
4. Be aware of avoiding piracy and plagiarism. These refer to using the exact words of another author, or slightly altering them, without acknowledging the source. These problems can be avoided by:
  - quoting directly, using quotation marks and acknowledging the source in the footnotes.
  - summarizing the passage in your own words, and again, acknowledging the source in the footnotes.<sup>1</sup>
5. Proof Reading - always check your work for consistency, flow, spelling errors, punctuation, use of paragraphs, etc. before submitting. It is often helpful to have someone else have an objective look at it also.

### Quotations

It is very important to ensure your quotes are correctly used when the context of the original source is considered.

When quoting from another source, quotation marks or special spacing, with a footnote will indicate this. It should be quoted exactly.

If the quote is two sentences or less, include it in the body with quotation marks.

If the quote is longer, introduce it with a statement ending with a colon, begin on a new line, indent five spaces, single space and do not use quotation marks.

### Footnotes

Footnotes are used for four main reasons:

- to indicate the source of a quote
- to give the source of an idea or opinion.
- to give the authority for a fact that might be doubted by the reader.
- to add other material that is useful, but would interrupt the flow of the presentation.

---

<sup>1</sup> Alan Dawe, *Study Guide*, (Richmond, B.C: Open Learning Institute, 1987,) p. 32.

Footnotes (or endnotes) are numbered in order of use, and are placed at the bottom of each page (or at the end of the paper). The author's name does not need to be inverted so the last name is first, as this is not an alphabetical listing. The page number of the quote is included. The title of the book can be underlined or italicized. The name of an article will be in quotation marks.

Examples:

Quotation from a book:

<sup>1</sup>David D. Arnheim, *Dance Injuries, Their Prevention and Care*, 2nd edition (Princeton, N.J.: Princeton Book Company, Publishers, 1986), p. 51.

Quotation from a chapter or article within a larger work:

<sup>2</sup>Ronald Quirk, "The Dancer's Knee," *The Healthy Dancer, Dance Medicine for Dancers*, ed. Allan J Ryan and others (Princeton, N.J.: Princeton Book Company, Publishers, 1987), p. 154.

Quotation from a journal or magazine article:

<sup>3</sup>Liz Brody, "Take it From the Top," *Shape*, (June 1993), p. 64.

A source that is quoted more than once on the same page, with consecutive references:

<sup>4</sup>*Ibid.*, p. 61.

Bibliography

The bibliography will appear at the end of the paper. It includes all materials used in preparing the presentation. The footnotes will be repeated, (in a slightly different form), as well as any other references used. The listings will be alphabetically according to the author's last name.

Example:

Arnheim, David D., *Dance Injuries, Their Prevention and Care*, 2nd edition, Princeton, N.J.: Princeton Book Company, Publishers, 1986.

Brody, Liz, "Take it From the Top," *Shape*, June, 1993.

Quirk, Ronald, "The Dancer's Knee," *The Healthy Dancer, Dance Medicine for Dancers*, ed. Allan J Ryan and others Princeton, N.J.: Princeton Book Company, Publishers, 1987.

This paper was prepared by Clare Faulkner, endorsed by the Cecchetti Society, Canada.

Bibliography

Dawe, Alan, *Study Guide*, Richmond, B.C.: Open Learning Institute, 1987.

English and History Departments, *Undergraduate Style Sheet*, Victoria, B.C.: University of Victoria, 1972.