

Instructions for completing the ES089g term paper

Scientific Publications: Standard Format

Scientific papers of all varieties are typically laid out in the following manner:

- 1) Abstract
- 2) Introduction
- 3) Methods and Materials (not always present-depends upon type of study)
- 4) Results (Raw, uninterpreted data)
- 5) Discussion (Interpretation of data presented)
- 6) Conclusions
- 7) References

Layout for this term paper

1) Title Page: Include title, author name, student number, course number and date. (Page 1). Make sure your title is specifically reflective of the content of your essay.

No Abstract required.

2) Introduction: Introduce the topic by providing the necessary background information which will make your study comprehensible within a larger context. Here you need to convince the reader that your paper has a purpose, contributes something new, or of value, and will be worth their while to read. If you have a thesis, this should be stated near the end of the introduction. Most of the text preceding this should lead up to, and support, the thesis statement which you have formulated. (The introduction begins at the top of Page 2). Begin this section with the heading “**Introduction**” in bold face.

Layout cont'd

Materials and Methods not required.

3) Main body: Since you are not presenting primary data, the main body in this paper will be a combination of the results and discussions section, including both descriptive and interpretive information (may be mixed together). This part will constitute the majority of the length of the paper and should be divided up into sections with appropriate headings of your choosing.

4) Conclusions: Communicate the major conclusions which you have made as a result of your research. These must be supported by the data presented in the sections above. You should indicate how your results and conclusions are significant within a larger context and try to relate your conclusions to some of the points noted in the introduction. Identify this section clearly with the heading “**Conclusions**” in bold face type.

Layout cont'd

5) References: List all references cited in all portions of the text of the term paper following the Canadian Journal of Earth Science (CJES) format. References are ordered according to:

- A) The last name of the authors (Alphabetically)
- B) The number of authors
- C) The date of publication

All references are primarily ordered Alphabetically according to (A). Consequently, all references with author last name beginning with A come before those with author last name beginning with B and so on.

References (within alphabetically categories) are then ordered according to the number of authors. This has priority over date of publication, e.g. Mainland, Johnston and Kerry 1986, will come after Mainland and Johnston 2000.

References cont'd

Articles with the same first author are ordered as follows:

- 1) Sole author: e.g. Mainland (2005)
- 2) Two authors: e.g. Mainland and Johnston (2000)
- 3) Three authors: e.g. Mainland, Johnston, and Kerry (1986)
- 4) Four authors etc.

If you have several publications with an equal number of authors, the first author being the same (the others not), these are organized alphabetically according to the last name of the second author.

E.g. Myers, Briggs, and Miller (2003) will come before Myers, Miller, and Briggs (2000).

Ordering by date comes into play when you have the same authorship, e.g. Candy and Severs (1934) comes before Candy and Severs (1966). Consult actual articles in CJES for further examples and information.

In-text citations

All information, concepts, ideas etc. in your term paper which are not your own must be credited to the original source.

This is done through in-text citations of the references which appear in your reference list at the end of the paper.

In-text citations are found within sentences and are enclosed (at least in part in round brackets).

Examples: "The periostracum serves as the necessary matrix for the underlying shell parts and is therefore responsible for the building of a regular sculpture (Clark 1976; Bandel 1981)."

OR

"Clark (1976) and Bandel (1981) note that the periostracum serves as the necessary matrix for the underlying shell parts and is therefore responsible for the building of a regular sculpture."

In-text citations cont'd

Single and double author references are cited in text as-is e.g. Mainland 2005 cited as (Mainland 2005), or Mainland (2005). Mainland and Johnston 2000 cited as (Mainland and Johnston 2000) or Mainland and Johnston (2000).

References with three or more authors are abbreviated as follows: (Mainland, Johnston and Kerry 1986) is cited as (Mainland et al. 1986) or Mainland et al. (1986).

When citing two or more references for the same point (all in the same brackets), these are ordered primarily according to year of publication (secondarily, alphabetically according to author name). The references are separated by semicolons.

e.g. (Franz et al. 1967; Franz 1982; Bader 2000).

Online Articles

As indicated previously, online articles are not generally acceptable for use in this assignment. Excessive use (i.e. more than 5) of these will be heavily penalized.

References to Wikipedia and other encyclopedias (online or not) are not acceptable and must not appear in your assignment.

If you must use an online article, it should be cited as for previous assignments. Authored online articles should be cited in-text as print references would be (author(s) [and] year of publication). These may appear in the regular reference list.

Unauthored articles should be cited in-text using the description of the article as provided in the reference list. These references should be included in a separate, alphabetically ordered, list following the list of print and authored online references.

Print articles stored in databases such as JSTOR must be cited as regular print articles (do not make any reference to JSTOR, web addresses etc.)

Figures and Tables

You may include figures and tables in your term paper to convey your points to greater effect, to summarize your data etc.

In scientific manuscripts, figures and tables are typically included at the end of the paper in order, (figure 1, 2, 3 etc.) on separate sheets of paper. You may do it this way, or you may incorporate the figures and tables into the text. As in the short written assignment, these illustrations are to be regarded as a secondary form of presentation: they do not make up for a lack of written information and must not be used to “fill up” the paper to the required length. Excessive use of figures will be penalized.

These must be accompanied by captions which describe the figure or table adequately (comprehensively) without the reader needing to refer to the larger text of the paper. “Figure” should be abbreviated to “Fig.” in all cases. Use “Figs.” when identifying more than one figure at the same time. References to these should be made in the text in closed brackets, e.g. (Fig. 2; Table 1).

General Formatting Information

Number all pages starting from the title page (page 1).

Use Times New Roman, 12 pt. font.

Double space the text, and use standard margins (2-2.5 cm).

Figure and table captions may be single or double spaced.

References may be single spaced; leave a space between references.

Footnotes are not to be used under any circumstances in this assignment.

Ensure that all in-text citations have corresponding entries in the reference list and that all entries in the reference list have been cited in the text. Those not cited must be removed. The reference list is not a bibliography!

The 12 page limit does not necessarily include references, figure and table captions.

Before You Hand It In.....

Check it for spelling and grammatical errors (these occur commonly in your proposals). You will be penalized for these, I assure you!

Check it for proper citation of all information, concepts that are not your own.

Ensure that it conforms to the formatting conditions laid out herein.

Have other people read it. Make sure that it is understandable (both in terms of content and your presentation) to people other than yourself.

Make sure all references citations are represented by entries in the reference list.

Make sure you have done the best job possible and that you have learned something significant as a result of completing this assignment.