

MAGU FORM AND STYLE

“GUIDELINES FOR ACADEMIC WRITING”

ADAPTED FROM

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Popular Academic Formats



American Psychological Association (APA)

It is a scientific and professional organization that represents psychology in the United States of America, with members of 150, 000. It is the largest association of psychologists in the world. Used for Behavioral and social sciences.

Modern Language Association.

This is an association founded in 1883 and provides opportunities for its members to share scholarly findings and teaching experiences with colleagues and to discuss trends in the academy. Usually used for Humanities: languages and Literature programs suited for Liberal Arts Schools.

Turabian & Chicago Style

Generally, *Turabian Style* works effectively as an all-inclusive style for all varieties of topics and papers. *The Chicago Manual of Style*, published by **The University of Chicago Press**, administers the rules for citing sources and formatting papers.

Turabian & Chicago Style

The Turabian Manual also used over thirty years by the Chicago University. The two styles—Chicago Style and Turabian Style—are nearly exact, with only a few variations. Both styles are often merged together to embody one style. In the Kate Turabian Manual you will find the following three ways of citation

Harvard Style is closely related to the APA Style with only a few variations.

MAGU Format and Style is based
on the Kate Turabian (Chicago)
format and Style

IMPORTANT

In the Kate Turabian Manual you will find the following three ways of citation

1. In-text citations
2. Footnote
3. End note

IMPORTANT

At MAGU We adopted the in-text citation of the Turabian format and Style Version and looks closely like that from APA, which emphasizes Author-Date Format

The Main Manual

Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago: University of Chicago Press, 1996.

CONSIDERATIONS FOR THE INITIAL SET UP OF A PROJECT PAPER

IMPORTANT FOR LECTURERS

1. Note that the projects, other than Theses which have their own grading schemes, are graded 30% Format and 70% Content
2. Ensure that you clearly spell out your grading points. I.e what a good project should have in terms of Format and Style and Content.
3. Then value each point included
4. Follow the Grading Rubric Provided

MARGIN SETTINGS AND PAPER SIZE

Begin by creating all the initial settings for your paper.

All papers should have a one-inch margin on all sides

Except for the first page of all major sections/chapters, which has a two inch margin at the top.

The header and footer position of your paper should be set at .50.

The official paper size to use for all MAGU written assignments is A4

All Sentences are Left justified.

SELECTING THE PROPER FONT AND SIZE

The font face that you use for your paper is either Times, Times Roman, or Times New Roman

The Font size is 12 point.

Order Windows Versions: go to the Menu bar and chose the Format tab.

Newer Versions: Go to the Home and find the Font dialogue window.

No writing is supposed to be bolded at all.

No sentence, or word or heading is supposed to be underlined

PARTS OF THE PROJECT PAPER

The front matter, or Preliminaries;

The main body of text;

And the back matter or reference matter.

All Short papers (less than 15 pages should not have extended Frontal matters.

FRONT MATTER

Title page,

A contents page,

An acknowledgement page,

List of tables

List of illustrations page

Main Body

Introductions

the main sections such as the
Chapters,

Sections, and

Conclusions.

BACK MATTER

The Appendices,
Sources Consulted, or
Reference List

TITLE PAGE

The Title Page should have a two inch margin at both the top and bottom.

It should have a one inch margin on the sides.

All the text on the title page is centered. See examples from the MAGU Manual.

Watch the symmetry and equal spaces of items from the center

MAIN BODY

Spacing and Headings

~~Every Project is one and half-spaced (double space exceptions)~~

Every chapter or major heading has two inch margin at the top of the page.

Create two inch margin either by spacing downward six single spaces or Double space from the top three times and start typing on a first major page.

MAIN BODY

HEADINGS

Double-space between the main heading and text. (If there is a subhead before the beginning of the text).

Always *triple*-space between text at the end of a paragraph and the next new heading.

MAIN BODY

Types of Headings

Different Universities demand specific levels of heading

MAGU has a five level heading structure.

When one requires two levels only, MAGU demands that one use the first and third level heading style.

When a paper requires three levels use first, third and fifth level heading.

The Manual has an Outline Alternative to be used when directed by the Lecturer

Types of Headings

First level: The first-level heading is centered, italicized, and capitalized using headline-style capitalization.

Second level: The second-level heading is centered in regular text type and capitalized using headline-style capitalization.

Third level: The third-level heading is placed flush left (at left margin), italicized, and capitalized using headline-style capitalization.

Types of Headings

Fourth level: The fourth-level heading is placed flush left in text type and capitalized using sentence-style capitalization.

Fifth level: The fifth-level heading is run-in at the beginning of a new paragraph, italicized, and capitalized using sentence-style capitalization with a period at the end of the heading.

Levels 1 & 2

*Traditional Controversy between Medieval
Church and State*

Reappearance of Religious Legalism

Levels 3, 4 & 5

Legalism and the Poets

The gospel as it is related to Jesus

The gospel legalized in the church. The gospel that the early Christians preached within the pagan sects was also a product of their experience.

MAIN BODY

FURTHER ISSUES FOR SPACING IN THE TEXT

New paragraph is indented five spaces or 1 inch (1.27 cm). Set the tab at .50 setting.

Align text on the left (Justification)

The line spacing in the body of the text should normally be 1.5 (double spaced on exceptions).

Quotes

When you quote include author, year and specific page citation or paragraph number for nonpaginated material. If the quote comprises **fewer than 40 words**, incorporate it into the text and enclose the quotation with double quotation marks.

Quotes

If the quotation appears in midsentence, end the passage with quotation marks and cite the source in brackets immediately after the quotation marks and then continue the sentence. **40 or more words**, display in a freestanding block of text and omit quotation marks. The quotation should be started on a new line and indented.

MAIN BODY

Block Quotes

Make a block quote if you quote more than four lines

The block quote is indented to the first or .25 tab setting.

Block quotes are single spaced.

If the first line of the quote, from the original source, begins with an indentation then an indent must also be placed in the block quote.

Block quotes should be used sparingly and for long quotes

Place the footnote number at the end of the block quote after the final punctuation mark.

Paraphrasing

You are strongly recommended to provide a page or paragraph number if you are rewriting a particular section of the text and putting it into your own words. If you are **summarising**, i.e. giving an overview of the whole article/paper or theory rather than focussing on a specific part of the text, then page numbers are not required.

Quotes and Plagiarism

Plagiarism is using someone's words without giving credit.

It is unacceptable and unethical to just copy sentences or whole sections of text.

If plagiarism is substantiated, it can lead to disciplinary action which may include expulsion from the University.

Plagiarism

Writers *must* cite the source of a direct quotation or paraphrase. Writers must also cite the source of facts, ideas, or opinions not commonly known. As a general rule, a universally accepted fact does *not* have to be cited.

Don't pretend it is your work, just give credit.

IN-TEXT CITATIONS (P 39)

- Format in text citations
- Page Numbers
- Same author & Year
- Multiple references

Citing References in Text (1)

MAGU format is Author-Date format. Therefore, at the end of the sentence insert (Author Date, page)

If you begin with the Author in the sentence it is followed by the year in parenthesis while the page is left at the end of the sentence (in brackets)

Citing References in Text (2)

MAGU format and Style demands that when a work has three, authors all are cited . However, when it has more than three, you will have to cite only the surname of the first author followed by et al. and the year in brackets and the pages go to the end of the sentence.

Citing References in Text (3)

Similarly, follow the et al format even when the authors names are written at the end of the sentence.

e.g. Blanchard, Jones, and Fletcher (2007) found that... [first in-text citation]

Smith et al. (2007) (when you have more than three authors)

..... (Smith et al 2007, 89)

Citing References in Text (4)

Internet and other electronic sources demand more careful attention.

However, one aspect is that indicate the Author-date (as much as possible) in the text

One the Reference section include the URL and the date accessed

See the guidelines in the Manual

MAIN BODY

SCRIPTURE CITATIONS

After the Scripture has been quoted in text, put Scripture reference(s) in parentheses, using the approved (*Chicago Manual of Style*) abbreviations below.

<i>Old Test.:</i>	2 Sam.	Prov.	Amos	<i>New Test.:</i>	Eph.	1 Pet.
	1 Kings	Eccles.	Obad.		Phil.	2 Pet.
Gen.	2 Kings	Song of Sol.	Jon.	Matt.	Col.	1 John
Exod.	1 Chron.	Isa.	Mic.	Mark	1 Thess.	2 John
Lev.	2 Chron.	Jer.	Nah.	Luke	2 Thess.	3 John
Num.	Ezra	Lam.	Hab.	John	1 Tim.	Jude
Deut.	Neh.	Ezek.	Zeph.	Acts	2 Tim.	Rev.
Jos.	Esther	Dan.	Hag.	Rom.	Titus	
Judg.	Job	Hos.	Zech.	1 Cor.	Philem.	Apoc.
Ruth	Ps. (sing).	Joel	Mal.	2 Cor.	Heb.	
1 Sam.	Pss.(plu)			Gal.	James	

SCRIPTURE CITATIONS

If you refer to a different version than your main source, put the abbreviation of that version in parentheses also: (Gen. 3:12, NIV).

MAIN BODY

SCRIPTURE CITATIONS

If you refer to a different version other than your main source, put the abbreviation of that version in parentheses also: (Gen. 3:12, NIV).

Note that the period (full stop) goes AFTER the closing parenthesis: “Jesus wept” (John 11:35).

MAIN BODY

SCRIPTURE CITATIONS

If you refer to verses from the same chapter as a previous citation, use the abbreviation v. or vv. for verse(s) (e.g., vv. 17-18). You do not need to repeat book abbreviation for a citation immediately following from a same book.

MAIN BODY

SCRIPTURE CITATIONS

Make sure that when you use multiple Scripture references that they are in proper sequence as found in the Bible (Gen. 1:1; Mark 1:1; Rev. 1:1).

Do not abbreviate Scripture references in the running text of the paper: (“The opening chapters of Ephesians constitute a sermon on love.” OR “According to Genesis 1:27, God created man in His own image.” OR “Jeremiah, chapters 42-44, records the flight of the Jews to Egypt.

MAIN BODY

SCRIPTURE CITATIONS

Use a hyphen between verses instead of comma (72-73, not 72, 73).

When more than one Psalm is being referenced, use Pss. instead of Ps.

Be sure to double-check EVERY Scripture reference for accuracy.

Use cf. sparingly. T.2.23 says cf. is preferable only in footnotes

MAIN BODY

PAGINATION

Pagination for the Project paper will be at the bottom center.

Pagination will be in the header section for all pages of each section through to the last page.

However at MAGU you are permitted to set page numbers at the bottom center.

Sources Consulted will also have page numbers at the bottom.

Only the title page will have no number inserted.

BACK MATTER

Sources (References) cited

APA Style mandates that you also include the initials of the first and middle name of each author. In *Turabian*, you must spell out the complete first and middle name of each author. The middle name info is not required.

BACK MATTER

Sources (References) cited

The page margins should be two inches on top and one inch all-around.

The Names of the sources consulted always begin with the second (surname) and then the first.

The sources consulted does not include page numbers

The commas in the footnote turn into periods in the sources consulted.

Examples of Sources Cited

Augsburger, D. W. 1992. *Conflict Mediation Across Cultures*. Louisville, Kentucky: Westminster John Knox Press.

Avruch, K., P. W. Black .1993. *Conflict Resolution in Inter-cultural Settings*: Manchester: University Press.

Coptley, R. D. 2003. *Conflict Management Styles: A Predictor of Likability and Perceived Effectiveness Among Subordinates*: Masters Thesis: Indiana University.

Dana, D. 1999. *Managing Differences*. Praire Village, KS: MTI Publications.

Eckstein, D. 1997. “Styles of Conflict Management”: *Family Journal* vol. 5 (4).

Examples of Sources Cited

Falikowski, A. 2002. *Mastering Human Relations: Pearson Education*—
Available at <http://www.pearsoned.ca> . Accessed on October 30, 2013.

Folger, J. P., M.S Poole, and R.K. Stutman .1997. *Working Through Conflict: Strategies for Relationships, Groups, and Organisations 3rd ed.* New York: HarperCollins.

Gross, M.A., and L.K. Guerrero. 2000. “Managing Conflict Appropriately and Effectively: An Application of the Competence Model to Rahim's Organisational Conflict Styles” :*The International Journal of Conflict Management* vol. 11 (3).

Avoid first person point of view.

Incorrect

I sent the attendance questionnaire to twenty-six churches in Mzuzu.

The researcher sent the attendance questionnaire to twenty-six churches in Mzuzu.

Correct

The attendance questionnaire was sent to twenty-six churches in Mzuzu.

Avoid second person point of view

Incorrect

You can see that school attendance increased three percent with the later start time.

The reader can see that school attendance increased three percent with the later start time.

Correct

The results of the study indicate that school attendance increased three percent with the later start time.