

MCHS Style Manual

With thanks to the MCHS Class of 2002

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STANDARD PAPER HEADING FOR DAILY ASSIGNMENTS

Your name, subject, teacher's name, and date should be listed in the top right-hand corner of your paper. This information should be single spaced and right-justified as shown below.

Page margins: 1"

Font type and size: Times New Roman 12 pt.

Student's Name
Subject/Teacher's Name
Assignment name and/or page number
Date

Sandy Peterson
Biology/Mr. Choules
Chapter 9 questions /page 202
October 29, 2002

PAPER HEADING FOR SPANISH ASSIGNMENTS

English Name (first, last)
Spanish Name
Date (in Spanish written out)
Day of the week (in Spanish)
Assignment

Example:

Joe Smith
José
Tres de marzo
lunes
Pobre Ana capítulo uno

Days of the week: lunes, martes, miércoles, jueves, viernes, sábado, domingo

Month of the year: enero, febrero, marzo, abril, mayo, junio, julio, agosto, septiembre, octubre, noviembre, diciembre

ONE PAGE PAPER FORMAT WITH CITATION

Your name, course, teacher's name, and date should be listed in the top right-hand corner of your paper as shown below. The title of your paper must be centered on the page. The paragraphs should be indented, and the lines must be *double spaced* in the body of the document. References should be single spaced and listed at the bottom of the page.

| | | |
|---|---|-------------------|
| <i>single spaced</i> | ↓ | Dan Peterson |
| | ↓ | Biology/Mr. Jones |
| | ↓ | February 2, 2003 |
| <i>2 spaces</i> | ↓ | |
| Mendel's Theory of Independent Assortment | ↓ | |
| <i>2 spaces</i> | ↓ | |
| XX | | |
| XX | | |
| XX | | |
| XX. | | |
| XX | | |
| XX | | |
| XX | | |
| XX. | | |
| XX | | |
| XX | | |
| XX | | |
| XX. | | |
| <i>single spaced</i> | | |
| References | | |
| Simmons, B. (1998). Mendel's predictable variations. Retrieved October 3, 2002, from University of Montana, Biology Web site: http://www.umontana/mendel/html | | |

SCIENTIFIC METHOD PAPERS FOR BIOLOGY

As part of Biology, you will be required to write papers on research and experiments using the Scientific Method. The papers will follow the general format listed below. You are writing a scientific/technical paper. You are required to use third person. This means *no personal pronouns*. Use APA format for the paper as described in the MCHS style manual.

1. **State the problem.** Begin with a solid problem or question. Choose something that can be measured. Give some background on the question.
2. **Research the problem.** Gather information; find out what is known about the problem. Consult a wide variety of resources on the topic. Take notes and study the existing data.
3. **Form a hypothesis.** Make an educated guess as to what the answer may be. This can be based on a hunch or past experience. Turn the hypothesis into a statement that you think solves the problem.
4. **Write down the procedures.** List the procedures used to test the hypothesis. When writing about the experiment, describe it in great detail. The reader should be able to duplicate the experiment from your paper.
5. **Perform the experiment.** Gather materials and follow written procedures. Note any steps that vary from your written procedures.
6. **Observe and record results.** Observe the experiment and the changes that occur. Record the data accurately and honestly.
7. **Interpret the data.** Analyze the recorded findings. Organize the recorded data into a chart, graph, or table. Label each and every table and figure with the word Table or Figure and an Arabic numeral identifying it. Titles should be underlined. The text accompanying tables and figures must be double-spaced. Do not be biased in your interpretation of the data.
8. **State the conclusion.** Summarize your findings. Write a statement that proves or disproves your original hypothesis. Be specific in your explanation and justify your statements with data. How certain are you of your results? Write a well thought out conclusion. Include your recommendations for revision of the experiment or further studies if appropriate. Describe the uncertainties and errors that may exist. Give an explanation as to why these errors exist and what can be done to correct the errors.

FORMAL REPORTS

Type of Formal Reports

- Informational
- Analytical
- Recommendation

Formal Reports contain the following:

- Cover/Title page
- Abstract
- Table of Contents
- Executive Summary
- Introduction
- Methods
- Results
- Conclusion
- Recommendations
- References
- Appendices

INFORMAL REPORTS

- Informal reports are used to write directives, trip reports, field and lab reports, progress and status reports, and meeting minutes.
- Write all informational reports using letter format for external matters or memo format for internal matters.

LETTER FORMATS

Examples of the full block style, modified block format, and modified block with paragraph indentations are shown on the following pages.

Teachers at Meridian Charter High School advise students to create letters using the full block or modified block format.

FORMAT FOR FULL BLOCK STYLE LETTER

Edward Stevenson

3800 N. Locust Grove • Meridian, ID 83642 • (208) 288-2928



6-10 spaces

November 3, 2002



2 spaces

Mr. Charles Johnson
American Robotics, Inc.
123 Main Street
San Francisco, CA 91234



2 spaces

Dear Mr. Johnson:



XX
XX
XX



2 spaces

XX
XX
XX
XX
XX



2 spaces

XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX



Sincerely, *2 spaces*

4 spaces

Edward Stevenson
2 spaces

Enclosure: Resume

FORMAT FOR MODIFIED BLOCK LETTER

Edward Stevenson

3800 N. Locust Grove • Meridian, ID 83642 • (208) 288-2928

6-10 spaces

November 3, 2002

2 spaces

Mr. Charles Johnson
American Robotics, Inc.
123 Main Street
San Francisco, CA 91234

2 spaces
Dear Mr. Johnson:

XX
XX
XX

2 spaces

XX
XX
XX
XX
XX

2 spaces

XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

2 spaces

Sincerely,

4 spaces

Edward Stevenson

2 spaces

Enclosure: Resume

**FORMAT FOR MODIFIED BLOCK LETTER
WITH PARAGRAPH INDENTATIONS**

Edward Stevenson

3800 N. Locust Grove • Meridian, ID 83642 • (208) 288-2928

↓
6-10 spaces

November 3, 2002

↓
2 spaces

Mr. Charles Johnson
American Robotics, Inc.
123 Main Street
San Francisco, CA 91234

↓
2 spaces

Dear Mr. Johnson:

↓
XX
XX
XX

↓
2 spaces

XX
XX
XX
XX
XX

↓
2 spaces

XX
XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

↓
2 spaces

Sincerely,

4 spaces

Edward Stevenson

2 spaces

Enclosure: Resume

Sally Smith

3800 N. Locust Grove ♦ Eagle, ID 83616 ♦ (208) 288-2928

Career Objective

To utilize my skills and experiences as a computer maintenance technician

Education and Training

Meridian Charter High School

Expected graduation date: May 2003

Technology HTML, Java, Visual Basic for Applications, C++

Math Honors Calculus, Honors Functions, Statistics, and Trigonometry
Accelerated Geometry, Accelerated Algebra 1-4

English Technical Writing

Science Digital Electronics, Physics, Earth Science, Biology

Skills and Abilities

- ♦ Trained coworkers on how to use Image AXS
- ♦ Created/modified Access databases and programs
- ♦ Taught Microsoft Access 97 classes
- ♦ Setup new computers and installed hardware/software
- ♦ Fixed hardware/software problems
- ♦ Performed technical support over the phone

Computer Projects and Software Experience

- ♦ Windows 2000, NT, 98, 95, 3.1
- ♦ Microsoft Access 2000, 97
- ♦ Microsoft Excel 2000, 97
- ♦ Microsoft PowerPoint 2000, 97
- ♦ Microsoft Word 2000, 97
- ♦ Microsoft C++
- ♦ Microsoft Visual Basic for Applications
- ♦ Image AXS
- ♦ Internet Explorer
- ♦ Netscape Navigator
- ♦ GroupWise 5.54, 5.20

Employment History

- | | | |
|---------------------------|-------------------------|---------------------------|
| ♦ Meridian Computers | Technician & Programmer | November 2001 – present |
| ♦ Boise City Parks & Rec. | Desktop Support Intern | June 2001 – October 2001 |
| ♦ Hollywood Video | Customer Service | February 2001 – June 2001 |

Memberships

- | | | |
|-------------------------|-----------------------------|-----------|
| ♦ Past president | MCHS Chapter/SkillsUSA-VICA | 2001-2002 |
| ♦ Member | MCHS SkillsUSA-VICA | 2000-2002 |
| ♦ Junior Representative | MCHS Student Government | 2001-2002 |

Awards/Achievements/Certifications

- ♦ Principal's Honors Award 2001
- ♦ East Jr. High/Tech Support Award 1998
- ♦ Honor Roll 2000, 2001, 2002

References

Available upon request

LINE SPACING

Use single spacing for memorandums

Use double spacing for formal reports

DATE AND TIME

DATE

- United States: November 12, 2002 11/12/02
- Europe: 12 November 2002 12/11/02

NOTE: Use of the European style of expressing dates is becoming more common in the United States.

GUIDELINES FOR USE OF ABBREVIATIONS

- *E.g.* is for *exempli gratia*, "for the sake of example."

I work in the field of computer technology, e.g., networking and computer repair.

- *I.e.* is an abbreviation for Latin *id est*, "that is."

I work in the field of computer technology, i.e., a career focus area that offers individuals an opportunity to build, repair, and network computers.

NOTE: *E.g.* simply indicates an example; *i.e.* specifies and/or explains.

PUNCTUATION

COMMAS

- Use commas to separate words and word groups in a series of three or more.

Example: He has experience using Microsoft Word, Excel, and Access.

- Use a comma to separate two adjectives when the word *and* can be inserted between them.

Example: She is a bright, conscientious young woman.

- Use a comma to separate the day of the month from the year, and place a comma after the year.

Example:

The meeting will be held on November 12, 2002, in Boise.

- Use a comma to separate the city from the state, and place a comma after the state.

Example: He lived in Boise, Idaho, for two years.

- Use a comma to separate two sentences connected by the word *and*.

Example: Steve vacationed in Switzerland, and Sandy toured Spain.

APOSTROPHES

- Use apostrophes for contractions. The apostrophe is always placed at the spot where the letter has been removed.

NOTE: Avoid using contractions in formal reports and schools assignments at MCHS.

- Use apostrophes to show possession. Place the apostrophe before the “s” to show possession by one person.

Example: The boy’s baseball bat

- Show possession by more than one person by making the noun plural, then immediately use the apostrophe.

Example: one boy’s baseball bat two boys’ baseball bats

NOTE: If the noun is singular and ends in “s,” you may form the possessive either by adding apostrophe s or by simply adding the apostrophe.

Example: James’s books or James’ books

The exceptions to this rule are Jesus, Moses, Zeus, and Socrates, which traditionally form the possessive with just the apostrophe.

Example: Zeus’ power

SUGGESTED POWERPOINT FORMAT FOR STUDENT PROJECTS

Students at MCHS will create numerous PowerPoint presentations over the course of their studies. These slide shows may take several forms depending on the purpose of a particular project. Teachers will assign two types of slide show presentations—informative and creative.

When designing an informative PowerPoint presentation, students will use the format below:

1. All slides will have the same simple background and template. Do not use flashy, neon, or psychedelic templates.
2. All slide body text will utilize the same size, color, and type of font that is easy to read by the audience. Slide headings may be slightly larger and/or bolder font.
3. All presentations will have a title slide with subject title, name of the student, class, and date included.
4. Each slide will have an appropriate title and be limited to seven bulleted lines with no more than seven words on each line.
5. Animations will be simple and without sound effects.
6. Graphics and video clips, if allowed, must be related to the presentation.

When developing a creative PowerPoint presentation, students will be provided with the acceptable parameters for the purpose of the slide show.