# **More About the Term Paper (Online Class)**

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**LENGTH:** A ***Minimum*** length of six FULL pages of actual text; it should not be any longer than 12 pages of actual text.

**DUE DATE AND SUBMISSION:** The day of the final. Submit the term paper according to the instructions laid out in the Syllabus.

**GRADING:** The Term Paper is worth a maximum of 60 points, with 54 points or more being an A, 53 to 48 points a B, 42 to 47 points a C. Being a soft touch, I normally give A’s or B’s on term papers unless they are really bad. Papers are graded according to difficulty or originality of topic, quality of writing, quality of research, and degree of adherence to requirements and the prescribed format.

**OTHER REQUIREMENTS:** The topic of the paper must relate to one of the periods covered in this course. It must be a genuine research paper and a minimum of four good research sources actually employed in writing the paper, and it must have footnotes (or endnotes) and a bibliography. MLA-type citations are also acceptable, however, though footnotes are preferred.

**TOPICS:** A list of suggested topics is already on Canvas, but you are NOT restricted to only those topics. The best topics would be those that try to answer some sort of historical question rather than those that are strictly informational. In other words, the topic should answer a question such as *what actually happened,* or *why what happened was important (or perhaps not that important after all),* or *how great, or how bad, or how important some historical person was,* or *what life was like in a certain period for some particular group such as women, ordinary people in general, slaves, or whatever.* Another possibility would be compare and contrast two or more people of a certain kind such as rulers, military leaders, writers, thinkers, or artists. A historical review of a movie set in a period covered by the course is also a possibility—in such a case, you would have to point which historical facts did the movie get right and which historical facts did it get wrong. The most adventurous among you might consider one or more historical counterfactuals—in what words, what might have happened had some major historical event turned out differently than it did in real life, such as (for History 1) what if the Roman Empire had not fallen when it did or (for History 6) what if Germany had won World War I.

**SOURCES:** Books, including e-books, are the best sources to use, but reputable-seeming websites are also acceptable. Wikipedia is OK, but more specialized websites are better. Scholarly articles can sometimes be found on the Internet. Google in your subject and see what pops up. Youtube videos are acceptable as well, but as always with sources you have to use good judgment. You might also consider historical podcasts on iTunes such as Mike Duncan’s “The History of Ancient Rome” (for History 1 or 5) or his “Revolutions” podcast (for History 2 or 6).

**WHAT DO YOU HAVE TO FOOTNOTE OR OTHERWISE CITE?:** Points, ideas and words not your own have to be footnoted or cited, the idea being that you are telling the reader where the stuff in question actually came from. This is particularly true of either direct or indirect quotations. To put it another way, you can electronically cut and paste material, but you have to reveal where you have cut and pasted it from.

**FORMAT:** The very first page has to be a cover page with your name and the name and meeting time of the class in the upper right corner of the page. The actual title of the paper should be more or less centered on the page farther down. The next page is the start of the text. It should begin with an introductory paragraph telling the reader what the paper is about and (briefly) why it is an important enough topic to read about. The meat of the paper then begins with the second paragraph and continues to the end of the second to last paragraph. The final paragraph then summarizes or otherwise wraps up the paper. Unless you are using endnotes, the next page after the end the text is a “Bibliography” listing the sources you actually used and cited in the paper. If you use endnotes, then the endnotes page (or pages) comes before the Bibliography page (or pages). Each page, other than the cover page, MUST be numbered, preferably in the page X of Y format used here. The cover page is NOT counted in the numbering, especially not for grading purposes.

**MORE ABOUT FOOTNOTING:** The term "footnotes" is used here as a generic word that covers both footnotes proper—those placed at the bottom of the page—and endnotes—those collected together in a special section between the actual text and the bibliography. Footnotes proper used to be tricky and cumbersome, so most term-paper writers followed the endnote format instead, but computers make the use of footnotes proper much easier than it used to be. Under either format, however, the actual notes are printed in single space with a double space between each note. A footnote is normally indicated in the text with a raised, or superscript, numeral placed immediately after the period that ends the sentence, or group of sentences, or paragraph, to which the footnote pertains. If for some reason your machine cannot handle superscript numbers, you should instead enclose the number of the footnote in parentheses like this (1). I shall now give an example of a footnoted passage, using both the normal method and the alternative method.

Normal: The colony of Georgia originally did not allow slavery.6

Alternative: The colony of Georgia originally did not allow slavery (6).

The alternative method gets a bit tricky when dealing with a direct quotation, however. Let us see a normal example and an alternative example.

Normal: According to J. Green, “The colony of Georgia originally did not allow slavery.”16

Alternative: According to J. Green (16), ''The colony of Georgia originally did not allow slavery.”

Notice that under the alternative scheme the number is placed before the comma that introduces the actual quotation. Notice also that in the first two examples we were paraphrasing what Green actually wrote, while in the second set of examples we were quoting his exact words, yet both were footnoted. Remember: you must footnote both exact quotations and ideas.

When a direct quotation runs more than three lines, you should not use quotation marks. Instead, you should use the block quotation method. Under this method, you indent at least four spaces from your normal left-hand margin and type the quotation in single space, using no quotation marks. The footnote number goes after the final period of a block quotation under the normal method; it goes just after the final period under the alternative method.

When you write the actual footnote, the normal system runs as follows:

15Ronald Smith, *The Colonization of America* (Oxford: Oxford University Press, 1997), p. 7.

Under the alternative system, it would look like this:

15. Ronald Smith, *The Colonization of America* (Oxford: Oxford University Press, 1997), p. 7.

Notice that the first line of a footnote (or endnote) is indented like the be­ginning of a new paragraph, but that the second line (and all succeeding lines) use normal margins. Remember: footnotes are written in single space with a double space between each note. When using a computer, *italicize* the names of books and journals if you can. If you cannot, underline them.

When you cite the same book in more than one footnote, you do not have to go through the whole dreary sequence of providing author's name, title, place of publication, publisher, and year of publication again. Instead, use the author's last name and a shortened version of the title employing the most important or distinctive words:

19Smith, *Colonization,* p. 33.

Articles are cited in a different way than books, while the exact method depends upon the type of journal in which the article appears. If it is an academic, scholarly or specialized journal, then you should employ this form:

23Howard Hill, "The Exploration of the Southwest," *Spanish Colonial Studies* 13 (1986), p. 69

This indicates that thearticle appeared in volume 13 of the journal, which was published in 1986. If, however, you wish to cite an article that appeared in a newspaper or popular journal, use this form:

27 Richard Montague, "The Strange Death of Al Capone," *Popular Pathology*, 20 May 1987, pp. 97-8.

Incidentally, "pp. 97-8" means that the cited portion of the article runs from page 97 to page 98. You need to have the first digit of the final page only if its first digit is different than the first digit of the first page. In other words, if a cited portion runs from page 99 to page 101, you would write, "pp. 99-101."

**MORE ABOUT THE BIBLIOGRAPHY:** The last page of your paper should be a bibliography listing all of the sources that you actually used and cited in the footnotes. Works that you looked at but did not use should NOT be included. The entries in a bibliography should be listed in alphabetical order according to the last name of the author. If you used two works by the same author, then you list them in alphabetical order according to the first important word in the title—words such as "the," "a," or "an" do not count. Instead of writing the name of the same author again, however, you should underline the first seven or so spaces, leaving them otherwise blank, and then write the name of the new book. For examples of bibliographic usage, see below.

For books and articles, each entry of a bibliography is written in single space with a double space between each entry. The first line starts at the normal left-hand margin, but the second line, and all succeeding lines, are indented like the start of a new paragraph. For Internet sources, you should try to do the same, but personal experience has taught me that this is sometimes too much of a pain in the ass, so go ahead and forget the indenting in their case. Note the Wikipedia example below.

When listing an Internet source, the usual form is the name of website first in roman letters (i.e., normal letters, not italics), title of the webpage in roman letters but within quotation marks, title or owner of the site (usually in roman type; see 22.3.2.3), and publication or revision date. Also include an access date and a URL.

The following examples include three books, one scholarly article, one popular article, and an Internet entry. It also shows you how to alphabetize bibliographic entries.

Breuer, William B. *Daring Missions of World War II.* New York: J.

Wiley, 2001.

Davis, Donald E. *The First Cold War: the Legacy of Woodrow*

*Wilson in U.S.-Soviet Relations*. Columbia: University of

Missouri Press, 2002.

Gregory, Ross. *Cold War America, 1946 to 1990.*  New York: Facts on File,

2003.

Hill, Howard, "The Exploration of the Southwest." *Spanish Colonial*

*Studies* 13 (1986), 66-73.

Montague, Richard, "The Strange Death of Al Capone." *Popular*

*Pathology*, 20 May 1987, 97-104.

Wikipedia. “The Dominion of New England.” Wikipedia, The Free Encyclopedia. Last modified October 30, 2017. Accessed November 10, 2017. https://en.wikipedia.org/w/index.php?title=Dominion\_of\_New\_England&oldid=807813977.