

**Writing Guidelines**  
**Professor J. Bennett**

1. FONT: Use Times New Roman 12-point font
2. PAGE NUMBERS: Insert page numbers in the same font as your text at the bottom center of the page by using the “Insert” function of your word processing program.
3. HEADING: In the **upper-right** hand corner of the first page insert the following – make sure that you single-space your heading.

First Name Last Name  
HIST 1301/1302.Section #  
Assignment Name

4. TITLE: All papers (unless it's book review or response/reaction paper) must have a title that suggests your theme in a creative way. Skip a pace after the header, and place your title in the center of the page. DO NOT PUT YOUR TITLE IN BOLD FONT, DO NOT DOUBLE-SPACE YOUR TITLE, DO NOT UNDERLINE IT, DO NOT ITALICIZE IT, AND DO NOT PUT IT IN QUOTATION MARKS. Capitalize the first letter of all nouns and verbs, and put all articles and propositions in lower case. Then skip a space and begin your prose.
5. SPACING: Double space only your prose.
6. MARGINS: Set margins at 1” on all sides. Most word processors usually have this preset. Use only left-hand margin justification.
7. INDENT PARAGRAPHS: Indent to indicate a new paragraph. DO NOT SKIP A SPACE BETWEEN PARAGRAPHS
8. CITATIONS: If citing or quoting material there is no need to use endnotes or footnotes. Instead use parenthetical citations by placing relevant source information in parentheses after a quote or a paraphrase. This means that the author's last name, the sources year of publication, and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited/Bibliography page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence, ex. (Bennett 2013, 13) or (Buzzanco 2004, 67).
9. INTRODUCTIONS vs. CONCLUSIONS: These are actually different! However, you may have been taught that a conclusion is just a restatement of your introduction. Here is the difference. Your introduction explains the *question* you're going to address, including who cares about it and why. And then your conclusion is about the *answer*: you explain

how all the stuff in the body of your paper fulfilled your promise and thoroughly answered the question. So, the structure is question, evidence, answer.