

RESEARCH PAPER GUIDELINES — MR. BYERS' CLASSES -- [SPRING 2020 EDITION]

You are required conform to a very specific format for your research paper. This is a brief summary of the Chicago Manual of Style (17th edition) which is a model for legitimate collegiate history/research papers. A copy is available in the Western Alamance High School library (in the Reference section) and Mr. Byers also has a personal copy available in his classroom. **You can consult the most current edition (17th) found in our library, or use the aids found on Microsoft Word (Office 2016 version).**

NOTE: Several additional teacher-modifications have been made to the standard formatting. Mr. Byers' idiosyncratic modifications are explained within brackets [...] using *italicized font*.

GENERAL GUIDELINES:

- ❑ Print your research paper on standard, white, 8.5 x 11-inch paper, using only **BLACK** ink. (No non-black ink.)
- ❑ Line spacing (between lines) **MUST** be 2.0. If you use Microsoft Word, you **WILL** need to change the default setting so that there is **NOT** an extra half-line between paragraphs.
- ❑ Use a basic font such as Times New Roman or CG Times. The font size should be 12 point.
- ❑ Justify both left and right margins (Ctrl+J, in Word) for the text pages. (An example page is included in this handout).
- ❑ Leave **TWO** spaces at the end of a sentence [*some formats require only one*], and **ONE** space after other punctuation marks.
- ❑ Indent the first line of each paragraph one half-inch (five spaces or press "tab" once) from the left margin.
- ❑ Set the margins to 1-inch from the edge of the page on all four sides. Do not skip additional lines (or partial lines) between paragraphs – continue line-spacing at 2.0. **To follow these Guidelines, you MUST make formatting changes to the standard Microsoft Word default settings! Turn OFF the "Widows and Orphans" so that EVERY page maintains the 1-inch margin.**
- ❑ If you are an Honors or an A.P. student, you are **REQUIRED** to use at least ONE in-text citation with the appropriate format.
- ❑ You may be taught OTHER styles or format for other classes. Honor those teacher's expectations...in those classes.

COVER OR TITLE PAGE OF YOUR PAPER:

A model Title Page (to protect your privacy) has been included and is **REQUIRED** when you submit your final paper. Illustrations, artistic fonts, colors, pictures, and graphics can be added. Do **NOT** include your title, file name, or your name on individual text pages.

BIBLIOGRAPHY AND (IN-TEXT) NOTES:

Create a separate Bibliography page with a comprehensive list of all the sources that you used (whether you quote directly from them or not). The primary purpose of the Bibliography (and in-text citations) is to provide sufficient information to lead the reader directly to the sources that you used. [*Be sure to list ALL reference sources that you used to prepare your paper. Keep in mind, you are OBLIGATED to include ALL of the HAND-WRITTEN notes that you used in constructing your research paper when you submit it. In other words: if the information or material appears in the Paper...it MUST be in the notes.*]

For this page, at the top and centered, title it "Bibliography". Leave two blank lines between "Bibliography" and your first entry. Use single line-spacing within each entry but leave one additional blank line between each distinct entry. Use a "hanging indent" for each distinct entry. List entries in alphabetical (letter-by-letter) order according to the first word of each entry. When a source has no identifiable author, cite it only by its title, both on the "Bibliography" page and in parenthetical (in-text) citations throughout the text. Type out publishers' names in full. Provide DOIs (Digital Object Identifier) instead of URLs whenever possible. If you cannot determine a specific page number when it is called for, you may use other options: section (sec.), volume (vol.). For additional details, consult http://www.chicagomanualofstyle.org/tools_citationguide.html, (17th-edition).

BASIC FORMAT FOR AN ENTRY IN THE "BIBLIOGRAPHY":

Bibliography entries have THREE elements: author, title, and the facts of publication. Set off each by a period (.) and then two spaces.

- 1) Author element: names are inverted: last name of the author, first name of the author, then (if available) the initial of the middle name (followed by a period). Complete the "Author element" with an additional (if appropriate) period, followed by two spaces.
- 2) Title element: Type out the *full title of the book/source (in italics)* (followed by a period), followed by two spaces.

- 3) Facts of publication element: Type out the city of publication (set off with a colon): the publishing company (set off with a comma), the most recent year of publication (ended with a period). If the city of publication is outside the U.S., include the country after the city.

IMPORTANT FORMATTING NOTES:

- ❑ Create a "hanging indent" for each bibliographic entry using Microsoft Word. (Remember that each distinct entry/source uses 1.0 line-spacing, but add an additional line BETWEEN each entry/source.) To do so, highlight each specific bibliographic entry. Find the "Home" tab, go to the "Paragraph" section, use the "Line Spacing" button, scroll down to the "Line spacing options...", use the "Indents and Spacing" tab, and go to the "Indentation" section to select "hanging" in the "Special" part. Be sure to hit "OK" to format the area that you have high-lighted. ANOTHER REMINDER: Individual entries should be 1.0 line-spacing with an extra line between each bibliographic entry.
- ❑ If available, ALL pieces of information are required for each entry. In the event that information is NOT available in the source, merely omit that specific part of the entry, or note it such as "n.a." (no author) etc..
- ❑ In the event of multiple locations of publication, use the first location that is listed...NOT all of them.
- ❑ In the case of multiple dates of publication, use the most recent date listed...NOT all of them. If you cannot ascertain the publication date of a printed work, or if no date is noted, use the abbreviation "n.d." (no date).
- ❑ If you use a different word-processing system (such as Google Doc), you are still **OBLIGATED** to make "your" style LOOK just like it was done in Microsoft Word. NO EXCEPTIONS! For reasons good and bad, about 93% of all the word-processing in the world is in the Microsoft Word format. Learn it now...beat the rush!

EXAMPLES OF BIBLIOGRAPHIC ENTRIES AND (IN-TEXT) NOTES:

The following examples of bibliographic entries illustrate the proper citation format using the Chicago Manual of Style (17th Edition, chapter 14). Examples of bibliographic entries are given below, while shortened versions for internal notes are labelled as **IN-TEXT CITATION** for the same source. This is used within the body of the paper for direct quotations. For your paper, you may use in-text citations for direct quotations rather than traditional "footnotes" or "endnotes".

[1] Book with one author:

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

IN-TEXT CITATION: Pollan, *Omnivore's Dilemma*, 3.

[2] Book with two or more authors:

List all of the authors in the Bibliography. The first author listed should use inverted order, and any other authors in normal order. If there are three or more authors, in the **IN-TEXT CITATION**, list only the first author, followed by *et al.* (this is a Latin phrase that means "and others").

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

IN-TEXT CITATION: Ward and Burns, *War*, 59-61.

[3] Book with an editor (use ed.), translator (use trans.), or compiler (use comp.) instead of just an author:

Homer. *The Iliad of Homer*. Translated by Richard Lattimore. Chicago: University of Chicago Press, 1951.

IN-TEXT CITATION: Lattimore, *Iliad*, 24.

[4] Chapter of an edited volume (using primary sources):

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986.

IN-TEXT CITATION: Cicero, "Canvassing for the Consulship," 35.

[5] Book published electronically (two examples):

If a book is available in more than one format, cite the specific version that you consulted. For books consulted online, list a URL. Include the date you accessed the source. If no fixed page numbers are available on the webpages, you can include a section title or a chapter or other number if available.

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

IN-TEXT CITATION: Austen, *Pride and Prejudice*.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

IN-TEXT CITATION: Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

[6] Journal article in a print journal:

In the Bibliography, list the page range for the entire article. In an **IN-TEXT CITATION**, list just the specific page numbers that were consulted.

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–458.

IN-TEXT CITATION: Weinstein, "Plato's *Republic*," 452-453.

[7] Article in an online journal:

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If a DOI is not available, list a URL. Include your access date.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405-450. Accessed February 28, 2010. doi:10.1086/599247.

IN-TEXT CITATION: Kossinets and Watts, "Origins of Homophily," 439.

[8] Article in a newspaper or popular magazine (two examples):

Newspaper and magazine articles may be cited in running text (such as, "As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010...") instead of a distinct **IN-TEXT CITATION**. The following examples show the more formal versions of citations. If you consulted the article online, include a URL, and an access date. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.

IN-TEXT CITATION: Mendelsohn, "But Enough about Me," 69.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

IN-TEXT CITATION: Stolberg and Pear, "Wary Centrists."

[9] Website (two examples):

The citation of website content can often be limited to a mention in the text or in an **IN-TEXT CITATION** (such as, "As of July 19, 2008, the McDonald's Corporation listed on its website..."). If a more formal citation is desired, it may be styled as the examples below. Because the content of a website is subject to change, include an access date or a date that the site was last modified. Be sure to de-link the hyperlink of the website (when you print your paper) and be sure that it prints in black-ink.

Google. "Google Privacy Policy." Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

IN-TEXT CITATION: "Google Privacy Policy."

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

IN-TEXT CITATION: "Toy Safety Facts."

[10] Item in a commercial database:

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." Ph.D. diss., University of Chicago, 2008. ProQuest (AAT 3300426).

IN-TEXT CITATION: Choi, "Contesting *Imaginaires*", 27.

GENERAL IN-TEXT CITATION GUIDELINES:

Avoid all forms of plagiarism or any "hint" of it. If you refer to, summarize, or quote the works of other authors or sources in your paper, you **MUST** use what is known as a parenthetical (or "in-text") citation. It is important to know that parenthetical citations and the Bibliography allow readers to know which sources you consulted. In that way, they can verify your interpretation of the sources or use them in their own work. It is also important for ethical/legal reasons to cite your sources. Common sense and ethics should

determine the need for documenting sources. Sophisticated computer programs exist for most universities and there are DIRECT academic consequences to “suspicious” behavior. However, you do not need to give sources for familiar proverbs, well-known quotations, or common knowledge. Remember, this is at your discretion, based on the intended audience. If you are writing for an expert audience in a scholarly journal, they will have specific expectations of what constitutes common knowledge.

FORMATTING QUOTATIONS

When you directly quote the works or the words of other persons in your paper, format the quotations depending on their length.

Short Quotations

To indicate short quotations (**FEWER** than four typed lines), enclose the exact quotation within double quotation marks WITHIN a normal paragraph. At the end of the quotation, provide the proper **NOTE** as outlined above. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. For example:

According to some, dreams express "profound aspects of personality" (Ward and Burns, *War*, 59), though others disagree.

Is it possible that dreams may express "profound aspects of personality" (Ward and Burns, *War*, 59)?

Long Quotations

Place quotations **LONGER** than four typed lines in a free-standing block of text and omit the quotation marks at both ends. Start the quotation on a new line, with the entire quote indented one inch (two tabs) from the left margin; maintain 1.0 line-spacing WITHIN the block. Only indent the first line of the quotation by an additional half inch **IF** you are citing multiple paragraphs. Your parenthetical citation should come after the closing punctuation mark. You should then maintain 2.0 line-spacing throughout your essay/paper. For example:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Grove, 1931: *Best Season*, 78)

Adding or Omitting Words in Quotations

If you add a word or words to a quotation, put square brackets around the words to indicate that they are not part of the original text.

Author Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (Brunvand, *Legends of Russia*, 78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods (...) preceded and followed by a space. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale ... and in a short time a lively exchange of details occurs" (Brunvand, *Legends of Russia*, 78).

FURTHER TOOLS:

Below are two on-line tools that can assist you in preparing your Bibliography and in-text citations. Use them carefully, and be sure to note that the manual (found in Mr. Byers' room and in the Reference section of the Library) is the "last word" in formatting issues.

<http://www.citationmachine.net/chicago-author-date-basque/cite-a-interview/manual>

<http://www.citationmachine.net/chicago>

(sample Title Page)

Alexander the Great

John Q. Student
December 7, 1941
First Person/Event Paper
For: Mr. Byers' World History class

(sample Text Page)

Alexander III of Macedon, popularly known to history as Alexander the Great, was an ancient Greek king of Macedon. Born in 356 B.C., Alexander succeeded his father, Philip II of Macedon, to the throne in 336 B.C., and died in Babylon in 323 B.C. at the age of 32.

Alexander was one of the most successful military commanders of all time and it is presumed that he was undefeated in battle. By the time of his death, he had conquered the Achaemenid Persian Empire, adding it to Macedon's European territories. According to some modern writers, this was much of the world then known to the ancient Greeks. His father, Philip, had unified most of the city-states of mainland Greece under Macedonian hegemony in the League of Corinth. As well as inheriting hegemony over the Greeks, Alexander also inherited the Greeks' long-running feud with the Achaemenid Empire of Persia. After reconfirming Macedonian rule by quashing a rebellion of southern Greek city-states, Alexander launched a short but successful campaign against Macedon's northern neighbors. He was then able to turn his attention towards the east and the Persians. In a series of campaigns lasting ten years, Alexander's armies repeatedly defeated the Persians in battle, in the process conquering the entirety of the Empire. He then, following his desire to reach the 'ends of the world and the Great Outer Sea', invaded India, but was eventually forced to turn back by the near-mutiny of his troops.

Alexander died after twelve years of constant military campaigning, possibly a result of malaria, poisoning, typhoid fever, viral encephalitis or the consequences of alcoholism. His legacy and conquests lived on long after him and ushered in centuries of Greek settlement and cultural influence over distant areas. This period is known as the Hellenistic period, which featured a combination of Greek, Middle Eastern and Indian culture. Alexander himself featured prominently in the history and myth of both Greek and non-Greek cultures. His exploits inspired a literary tradition in which he appeared as a legendary hero in the tradition of Achilles.

Alexander was born in July 356 B.C., in Pella, the capital of the Kingdom of Macedon. He was the son of King Philip II, the King of Macedon. According to Plutarch, Alexander's father claimed descent from Heracles through Caranus of Macedon and his mother from Aeacus through Neoptolemus and Achilles. His mother was Olym-

(sample bibliography page)
BIBLIOGRAPHY

- Borza, Eugene. "Alexander the Great." In *The World Book Encyclopedia. 1995 Edition. Volume A.* 342-343. Chicago: World Book Inc., 1995. [Example #4...without the editors]
- . *In the shadow of Olympus: The emergence of Macedon.* Princeton: Princeton University Press, 1992. [Example #1...in the case of the same author as the previous entry, use three hyphens "---"]
- Byers, Paula K. ed.. *Encyclopedia of World Biography. Volume I.* 137-141. Detroit: Gale Research, 1998. [Example #3...with the pages that were used listed within the entry]
- Hackney, Adam, John Eifealdt, and Jeremy Tilsen. "Alexander the Great". Accessed August 5, 2009. http://www.hackneys.com/alex_web/alexfram.htm. [Example #9...with all known information]
- Johnson, Timothy. "Why I believe *The Office* is the greatest TV show of all time". Personal interview by the author. January 17, 2020. [Additional example]
- Khan, Hidayat. "Last of the Macedonians: Kalasha Dur saving the lost sons of Alexander." *The Express Tribune.* (June 29, 2014). Accessed: July 28, 2014. <http://tribune.com.pk/story/728463/last-of-the-macedonians-kalasha-dur-saving-the-lost-sons-of-alexander/>. [Example #7...with all known information]
- Moulton, Carroll, ed. *Ancient Greece and Rome: an encyclopedia for students.* 21-24. New York City: Charles Scribner's Sons, 1998. [Example #3...with the pages that were used within the entry]
- Pressfield, Steven. "Alexander the Great: The man who conquered the world." *Armchair General* (March 2005): 44-51. [Example #6...with the pages used at the end of the entry]
- Sekunda, Nick and John Warry. *Alexander the Great.* Oxford, UK: Osprey Publishing Ltd., 2004. [Example #2..."UK", for United Kingdom, included for clarification]
- The New Encyclopedia Britannica. Volume I.* 240. Chicago: Encyclopedia Britannica, Inc., 1998. [Example #3...but with no known author]
- Wilcken, Ulrich. *Alexander the Great.* New York City: W.W. Norton and Company, 1997. [Example #1]