

- Footnotes may also be used to add an additional point of information or explanation which might be of interest but is not essential to the argument of your paper.⁴
- Footnote and Bibliography citations must follow the style rules contained in Chapter 8 (11th edition) or Chapter 10 (12th edition) of the Benjamin book.

➤ Here is the correct way to cite use of lecture notes:

(As a Footnote) William A. Myers, "Decline and Fall of the Roman Empire,"
Lecture notes for History 110A, March 28, 2014.

(In your Bibliography) Myers, William A. "Decline and Fall of the Roman
Empire," Lecture notes for History 110A, March 28, 2014.

4.c5) Bibliography or List of Works Cited:

- **The Bibliography or List of Works Cited** should be divided into two sections, "Primary Sources" and "Secondary Sources."
- Entries in each section should be listed alphabetically (last name first as appropriate), see the Benjamin book, Chapter Eight (11th edition) or Chapter Ten (12th edition) for examples. **If no author is known, the first word of the title** (except "A," "An," or "The") is used to determine alphabetic order.
- Bibliography entries must be written in Times New Roman font, 12-point, but with a **single space format** (and one empty space between each entry), with the first line at the margin and the remaining lines of the entry in the "hanging" format (indented one 0.5-inch tab stop).

4.c6) Term Paper Topic Proposal

- **Be certain to include in the paper you hand in the original Term Paper Topic Proposal signed by Dr. Myers.** Place it after the Bibliography or Works Cited page. It is essential to include this document in your finished paper!!!

At any time during the research and writing of your paper, you are welcome to see Dr. Myers during office hours or other mutually convenient times to seek assistance or encouragement.

⁴ This information came from Benjamin, p. 141; that manual establishes guidelines to differentiate between a citation and an informational or explanatory footnote. Benjamin defines "explanatory footnotes" as "comments that qualify or supplement statements" made in the text of your paper.

STEP FIVE: ASSEMBLING THE FINISHED PAPER

5.a) The finished paper must include (in this order) a cover sheet, the text, (optionally- pages containing pictures, maps, or other graphics), a bibliography or list of works cited, the Topic Proposal Form, all placed in the required manila (or beige- or buff-coloured) file folder. **Do not use a report cover or similar presentation folder.**

5.b) Another requirement for this paper is that you will have to turn in copies of the sources from which you cite. Copies of cited sources to be included in the finished paper include:

- If the citation comes from a traditionally published book (or a book which has been scanned and appears in an on-line source), copy the specific pages containing the text or information you have cited; also copy the title page of the book and the publication data (usually on the "Copyright page" following the title page).
- If the citation is from a traditionally published magazine, newspaper, or academic journal (or a scan of same from a computer file), print out the entire article and a cover or title page that will allow me to confirm the source and date published.
- If the citation is from an electronic source, you must print the entire article, blog page, or website page (but not any appended comments, unless those are the source of your information) and include the web address so that I can confirm it really does exist.
- All of these copies must be stapled (as individual articles) and handed in with your paper, placed in the required 8.5 by 11 inch "manila" (beige) file folder.

STEP SIX: TURN IN THE FINISHED PAPER

6.a) The finished paper and ALL of its components is due on the date given in the syllabus or as announced in class.

The finished paper is due at the start of class on Monday, November 17, 2014.

- Late papers will **not** be accepted without PRIOR permission from the instructor, except in the case of a serious (and documented) or catastrophic happening, or attendance at a University-sponsored sports or cultural event. **If you feel that you are falling behind on this assignment, TALK TO ME ASAP!!! Do not wait until later to do this. Such contact would be to your benefit as Dr. Myers is always willing to help his students, but preferably not on the day before the assignment is due.**
- **Do not put off researching or writing this paper until just a few days before the due date. The high grade value given to this assignment should encourage you to begin early and produce a fine finished product which follows all of the instructions contained in this handout.**