

addressed by the thesis. The thesis statement will be part of the introductory paragraph and should be in bold so that I can quickly see the thesis when grading the essay.

5) Write the essay- After completing the outline and thesis statement, begin your essay with an introductory paragraph that introduces the topic and also includes the thesis statement (that will give the reader a clear idea of the main focus of the essay). The introductory paragraph will be followed by the paragraphs that follow your outline and "flesh out" and answer the questions that have been incorporated into the outline. The body of the paper will be followed by a conclusion that summarizes your essay and reinforces the thesis. For a four-page essay you should include the introduction, four to five body paragraphs, and a conclusion. That would roughly be around 6-7 paragraphs total. Your complete submission should be a total of five pages (one page for the outline, three pages for the essay itself, and one page for the Work Cited).

6) Make transitions-The paragraphs of all essays must be connected with appropriate transitions. Do not simply answer the first question with paragraph one followed by question two in the second paragraph. Make transitions that lead the reader from one paragraph to the next. "Connect" the two paragraphs together into a unified essay that centers around and supports the thesis. Use the introduction and conclusion to do the same-fit the essay together and support the thesis.

7) End the essay- End the essay with a conclusion that summarizes the main points of your paper. Be sure to keep the paper focused on the thesis and to write, simply and clearly, your interpretation of this source.

8) Citing Sources & Formatting-Each of the sources that you read for your essay must be cited. That means you have to tell the reader the source of your information. All sources will be cited using the Chicago Style format.

To footnote a source place the cursor at the end of the sentence you want to footnote, go up to the toolbar and click References, then Insert Footnote. A small number will appear at the end of the sentence and at the bottom of the page. Type the information about the source at the bottom of the page. The information should put the author's name, title of book, location of publication & the publisher, date of publication, and the page number where the material was found.

Works Cited On the last page of your paper list both the primary and secondary sources that you used for the essay. The sources should be listed in alphabetical order using the author's last name. If you have questions about how to do this see [http://bcs.bedfordstmartins.com/resdoc5e/RES5e\\_ch10\\_sl-0001.html](http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_sl-0001.html)

All essays must be size 12 font, double-spaced with one inch margins.

9) Plagiarism- Essays must in your own words. Use the secondary readings for background only. Do not directly quote from the secondary sources, paraphrase if necessary. It is permissible to quote from the primary source but keep the quotes short and to the point. (no more than a sentence long). At least 99% of your essay should be your words. If you directly quote a source you must footnote it. How to footnote is explained in the paragraph above.

10) Submitting the Essay- All submitted essays will have three separate parts-outline, essay (with thesis statement in bold), and works cited page. The three parts will be submitted to turnitin.com. Using turnitin.com is very easy. I will post the class ID and the password several days before the first assignment is due.

Go to the Modules for the specific essay assignment.

### Module 19- Example

### Module 21- Primary source 1- “.....The Duty of a Man of Wealth.....” (p.46)

Andrew Carnegie was a leading industrialist of the Gilded Age. His capitalist philosophy also made him a leading philanthropist. Carnegie's employees held a very different attitude toward capitalism. Both views are expressed in the excerpt from Carnegie's *The Gospel of Wealth* and A Workman's Prayer. After reading both sources on p.46 and background in the textbook pp.44-47, write a 4- page essay that addresses the following questions:

1. What is the context for these two sources?
2. According to Andrew Carnegie what are the major responsibilities for persons of wealth?
3. What is the workingman's response to the responsibility or duty of the wealthy outlined by Carnegie?
4. Andrew Carnegie, along with other industrialists like John D. Rockefeller and Cornelius Vanderbilt, strongly opposed workers' rights and labor reform yet gave vast sums of money for philanthropic causes. According to these two sources, how do we explain ideology and behavior that does not respect worker autonomy yet provides money for the "betterment" of those same workers?
5. How do the differing attitudes portrayed in these sources fit into the 1892 Homestead Strike?

**The final submission to turnitin.com must include the outline, essay, thesis statement, and works cited. These must be submitted as one document.** If you have further questions about the Chicago Style of formatting, listen to my explanation Analyzing a Primary Source at Week 2 on the schedule at or go to [http://bcs.bedfordstmartins.com/resdoc5e/RES5e\\_ch10\\_s1-0001.html](http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0001.html)

## Module #20 Chicago Style citations

Before reading through the basics below, listen to Analyzing Primary Sources

Documenting the primary and secondary sources used in history is very important. See the table below for Chicago Style basics:

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Margins                 | 1 inch margins top/bottom/left/right                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Spacing                 | Double space (Do not double up between paragraphs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| New paragraph           | Start a new paragraph by indenting the first sentence by ½ inch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Font                    | Times or Times New Roman preferred                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Font Point:             | 12 Point font for your text. Word will automatically reformat your footnotes in a 10 point font                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Footnotes               | Use Word to automatically footnote your citations. Word will automatically single space the content and reduce the font to 10 points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| How to footnote in Word | <p>Do not attempt to put your footnotes in the footers. You will not be able to properly format the content and you will drive yourself crazy trying!</p> <p>Access the "References" menu at the top of the Word menu.</p> <p>The second block is the "Footnotes" menu, click on Insert Footnote. Word will insert the footnote number into your document and drop you to the bottom of the page so you can input your source. Using references will allow you to number the footnotes consecutively throughout the essay. Do not renumber the footnotes on each page.</p> <p>Your first footnote must contain a full source citation. Once a full citation is made, do NOT continue to use a full source citation. If you re-use the source within your essay then you use the short note format. If you use the same source consecutively on the same page then you use Ibid., page number.</p> |
| Page numbers            | Page numbers should appear at the bottom center of each page underneath the footnotes. Only number the pages of your written text.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Works Cited             | Your essay needs a Works Cited page. Do NOT number your Works Cited page. Each type of source (text, journal, web) has                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |