

“Father Scott” Form Sheet”¹

Contents:

- I. Title Page Instructions (p. 1)
 - II. Text Guidelines (p. 1)
 - III. Endnotes (p. 2)
 - IV. Bibliography (p.5)
 - V. Other Matters (p. 8)
 - VI. Sample Title Page (p. 9)
 - VII. Sample Endnote Listing (p. 10)
 - VIII. Sample Bibliography Listing (p. 11)
-

I. Title Page Instructions

- a. Title pages are required for course term papers; however, they are not required for essays or book reviews.
- b. The title should be typed in capital letters.
- c. If your title has more than one line, double-space between the lines.
- d. Your name should be placed below the title and the date below that; both should be centered and typed normally.
- e. An example of a title page can be found in section 6 of this form sheet.

II. Text Guidelines

- a. The text should be double-spaced, except for block quotations (see 2.g.).
- b. Standard Microsoft Word margins should be used. Otherwise, place one inch on all four margins.
- c. Every page must be numbered except the title page, either at the bottom or in the upper right corners. Only the page number should appear: i.e., do not use a period, parentheses, brackets, the word page, or include your own name, etc.
- d. Use 12-point Times New Roman, unless instructed otherwise.
- e. Use plain 8½ x 11 white paper, without any marginal lines.
- f. Each paragraph should be indented one tab space. No extra space is needed between paragraphs.
- g. Direct quotations are ordinarily placed within the text, with quotation marks before and after; however, block quotations, i.e. quotations of two or more sentences which run to four or more lines, follow their own form:

Double-space the quote from the text with two tab spaces from the left-hand margin, unless your quote is from the beginning of a paragraph in your source, in which case you indent the first line of the quote one additional tab space. Single-space within the quote, but do not use quotation marks. Remember to place an endnote number immediately following your selection (here denoted with an elevated asterisk). This paragraph is an example of the proper form for a block quotation. *

- h. Italicize foreign words used in the text unless the term is very commonly used; e.g., vice versa.
- i. In a short term paper there is no need for chapter headings or subtitles.
- j. The rules for correct hyphenation are too complicated to give here. Use your dictionary if in doubt.
- k. Numbers: Refer to the *Chicago Manual of Style*. Generally speaking, however, in non-technical contexts, the following are spelled out: whole numbers from one through one hundred, round numbers that can be expressed in two words, and any number beginning a sentence. For other numbers, numerals are used.
- l. Date and time:

The preferred style for giving month, day, and year according to the *Chicago Manual of Style* is June 23, 1970.

When a year alone is given, the preferred style is to express the year in numerals unless it stands at the beginning of a sentence:

We all know what happened in 1776.

Twenty twenty-one should be an interesting year.

Once the precise year has been established, then the preferred style is as follows:

On November 5, McManus declared victory.

By the twenty-fifth, most of his supporters had deserted him.

Do not repeat B.C. or A.D. once the era is clearly established. Similarly, it is not necessary to repeat the number of a ruler or pope, once she or he is clearly established.

III. Endnotes

- a. A complete page of endnotes can be found in section 7 of this form sheet.
- b. Due to automatic word processing, the endnote number in the text will be raised slightly over the line of the text and should be placed at the end of the sentence to which it refers.

c. Sample Endnote Entries:

1. Book by a single author:

¹ John Gillingham, *Richard the Lionheart* (New York: Times Books, 2001), 147.

2. Book by two authors:

² Liam P. Unwin and Joseph Galway, *Calm in Ireland* (Boston: Stronghope Press, 1984), 25.

3. Book by three or more authors:

³ Charlotte Marcus et al., *Investigations into the Phenomenon of Limited-Field Criticism* (Boston: Broadview Press, 1990), 152.

4. Article in a journal:

⁴ Alan Harding, "Political Liberty in the Middle Ages," *Speculum* 55, no. 2 (1980), 431.

⁵ Christopher S. Mackay, "Lactantius and the Succession to Diocletian," *Classical Philology* 94, no. 2 (1999), 205.

5. Article in a dictionary or encyclopedia:

⁶ Leland C. Burrows, "Algeria" in *Historical Dictionary of the French Second Empire, 1852-1870*, ed. William E. Echard (Westport, CT.: Greenwood Press, 1985), 12.

6. Article in a newspaper:

⁷ Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.

⁸ "Pushcarts Evolve to Trendy Kiosks," *Lake Forester* (Lake Forest, IL), March 23, 2000.

7. Second or later references in the endnotes to the same source:

a) If no intervening title appears use the Latin abbreviation *Ibid.* E.g., if you have just cited the book by Gillingham in endnote 1 (as above) and the next footnote is a reference to the same book, the form would be:

⁹ *Ibid.*, 172.

b) If some other title is cited before you cite the Gillingham book, do **not** use *Ibid.* Simply put down the author's last name and page number. The only exception to this is when you are using more than one title by the same author, in which case it will be necessary to include an abbreviated title.

8. Author's work translated or edited by another:

¹⁰ Georges Duby, *Rural Economy and Country Life in the Medieval West*, trans. Cynthia Postan (Columbia: University of South Carolina Press, 1999), 14.

9. Secondary source of citation:

¹¹ W.E. Heitland, *The Roman Fate* (Cambridge: University Press, 1922) cited by Bryce Lyon, *The Origins of the Middle Ages* (New York: W.W. Norton & Company, 1972), 42.

10. Essay from a collection of essays in a book:

¹² A. C. Crombie, "Quantification in Medieval Physics," in *Change in Medieval Society*, ed. Sylvia Thrupp (New York: Appleton-Century-Crofts, 2004), 197.

11. Edition other than the first:

¹³ Joseph Strayer, *Western Europe in the Middle Ages*, 2nd ed. (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1988), 68.

12. Multi-volume work:

¹⁴ Marc Bloch, *Feudal Society*, vol. 2 (London: Rutledge & Kegan Paul Ltd., 2001), 302.

13. Part of multi-volume work by different authors:

¹⁵ H. J. Scheltea, "Byzantine Law," *Cambridge Medieval History*, vol. 4, part 2, 2nd ed., ed. Joan Hussey (Cambridge: University Press, 1999), 59.

14. Scriptural references:

¹⁶ 1 Cor. 13:1 (TJB)

Note: The letters in parentheses indicate the version of the Bible used, in this case, *The Jerusalem Bible*. Once you have indicated the version in the first scriptural citation, it is not necessary to continue to indicate it in subsequent references.

15. Internet Sources:

Note: Citing from internet-based sources is complicated. Generally speaking, the student should try to include as much of the following information as possible: author, title of the site, sponsor of the site, and the site's URL. When no author is named, treat the sponsor as the author. Since all formats are now available on-line (e-books, e-articles, e-newspapers, etc.), students should consult the Owens Library website as noted in footnote #1 on p. 12 of this document. Information from a website might **not** be scholarly and factually based. Follow guidelines in section entitled "other matters" (see below).

¹⁷ PBS Online, "Media Giants," *Frontline: The Merchants of Cool*, <http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>

16. JSTOR Full-Text Journal Articles

Seth Koven and Sonya Michel, "Womanly Duties: Maternalist Politics and Origins of Welfare States in France, Germany, Great Britain, and the United States," *The American Historical Review* 95 (October 1990): 1079. JSTOR. <http://links.jstor.org/sici?sici=00028762%28199010%2995%3A4%3C1976%3AWDMPAT%3E2.0.CO%3B2-I>.

17. Oral Interviews:

¹⁸ Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

¹⁹ Benjamin Spock, interview by Milton J.E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

Note: Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies or reference lists. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or table is available, where it may be found.

IV. Bibliography

- a. Type and center the word “bibliography” at the top of a new page.
- b. The first line of each entry should begin at the left margin; any subsequent lines of the same entry should be indented one tab space; single-space within the same entry, double-space between one entry and the next. The entries should be arranged in alphabetical order by the last name of the author. If there is more than one title by the same author, substitute a 3-em dash (---) for the author’s name in subsequent entries. End the line with a period.
- c. A complete bibliography page can be found in section 8 of this form sheet.

d. Sample Bibliographical Entries:

1. Book by a single author:

Gillingham, John. *Richard the Lionheart*. New York: Times Books, 2001.

2. Book by two authors:

Unwin, Liam P., and Joseph Galway. *Calm in Ireland*. Boston: Stronghope Press, 1984.

3. Book by three or more authors:

Marcus, Charlotte, Jerome Waterman, Thomas Gomez, and Elizabeth DeLor. *Investigations into the Phenomenon of Limited-Field Criticism*. Boston: Broadview Press, 1990.

4. Article in a journal:

Harding, Alan. “Political Liberty in the Middle Ages.” *Speculum* 55, no. 2 (1980): 423-443.

Mackay, Christopher S. “Lactantius and the Succession to Diocletian,” *Classical Philology* 94, no. 2 (1999): 200-220.

5. Article in a dictionary or encyclopedia:

Burrows, Leland C. “Algeria” in *Historical Dictionary of the French Second Empire, 1852-1870*. Edited by William E. Echard. Westport, CT: Greenwood Press, 1985: 8-15.

6. Article in a newspaper:

Royko, Mike. "Next Time, Dan, Take Aim at Arnold." *Chicago Tribune*, September 23, 1992.

"Pushcarts Evolve to Trendy Kiosks." *Lake Forester*, Lake Forest, IL, March 23, 2000.

7. Author's work translated or edited by another:

Duby, Georges. *Rural Economy and Country Life in the Medieval West*. Translated by Cynthia Postan. Columbia: University of South Carolina Press, 1999.

8. Secondary source of citation:

Heitland, W.E. *The Roman Fate*. Cambridge: University Press, 1922.
Cited by Bryce Lyon, *The Origins of the Middle Ages*. New York: W.W. Norton & Company, 1972.

9. Essay from a collection of essays:

Crombie, A.C. "Quantification in Medieval Physics." In *Change in Medieval Society*. Edited by Sylvia Thrupp. New York: Appleton-Century-Crofts, 2004: 188-207.

10. Edition other than the first:

Strayer, Joseph. *Western Europe in the Middle Ages*. 2nd ed. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1988.

11. Multi-volume work:

Bloch, Marc. *Feudal Society*. 2 vols. London: Rutledge & Kegan Paul Ltd., 2001.

12. Part of multi-volume work by different authors:

Scheltea, H.J. "Byzantine Law." *Cambridge Medieval History*. Vol. 4, part 2, 2nd ed. Edited by Joan Hussey. Cambridge: University Press, 1999: 55-77.

13. Scriptural references:

Wansbrough, Henry. *The New Jerusalem Bible*. New York: Doubleday, 1985.

14. Internet Sources:

PBS Online, "Media Giants." *Frontline: The Merchants of Cool*.
<http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>

15. JSTOR Full-TEXT Journal Articles:

Koven, Seth and Sonya Michel. "Womanly Duties: Maternalist Politics and Origins of Welfare States in France, Germany, Great Britain, and the United States." *The American Historical Review* 95 (October 1990): 1076-1108.

JSTOR.

<http://links.jstor.org/sici?sici=00028762%28199010%2995%3A4%3C1976%3AWDMPAT%3E2.0.CO%3B2-I>.

16. Oral Interviews:

Macmillan, Andrew. In discussion with the author, September 1998.

Spock, Benjamin. Interview by Milton J.E. Senn, November 20, 1974, interview 67A. Transcript from the Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

V. Other matters

- a. Each term paper should contain the following items in the following order: title page, text, endnotes, and bibliography.
- b. Proofread your paper before handing it in. You will do a better job if you wait two or three days after finishing the paper. It is also helpful to get a friend to read it.
- c. Keep a copy of every assignment you hand in for your own records.
- d. Not all sources from the internet are scholarly and worthy of inclusion in a history paper. Our library's web page contains a section to help students identify and evaluate materials. Click on "Databases by Title" in the section entitled "Research." Then scroll down in the "Select a 'How to' Guide" section, and click "Evaluate web pages."

VI. Sample Title Page

THE FORM SHEET

Jane A. Student

October 1, 2005

VII. Sample Endnote Listing (Endnotes should begin on a separate page after the body of the paper.)

- ¹ John Gillingham, *Richard the Lionheart* (New York: Times Books, 2001), 147.
- ² Alan Harding, "Political Liberty in the Middle Ages," *Speculum* 55, no. 2 (1980), 431.
- ³ Leland C. Burrows, "Algeria" in *Historical Dictionary of the French Second Empire, 1852-1870*, ed. William E. Echard (Westport, CT.: Greenwood Press, 1985), 12.
- ⁴ Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.
- ⁵ Gillingham, 172.
- ⁶ *Ibid.*, 175.
- ⁷ Georges Duby, *Rural Economy and Country Life in the Medieval West*, trans. Cynthia Postan (Columbia: University of South Carolina Press, 1999), 14.
- ⁸ W.E. Heitland, *The Roman Fate* (Cambridge: University Press, 1922) cited by Bryce Lyon, *The Origins of the Middle Ages* (New York: W.W. Norton & Company, 1972), 42.
- ⁹ A. C. Crombie, "Quantification in Medieval Physics," in *Change in Medieval Society*, ed. Sylvia Thrupp (New York: Appleton-Century-Crofts, 2004), 197.
- ¹⁰ Joseph Strayer, *Western Europe in the Middle Ages*, 2nd ed. (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1988), 68.
- ¹¹ Marc Bloch, *Feudal Society*, vol. 2 (London: Rutledge & Kegan Paul Ltd., 2001), 302.
- ¹² 1 Cor. 13:1 (TJB)
- ¹³ Kevin Rayburn, *The 1920s*, <http://www.louisville.edu/~kprayb01/1920s.html>
- ¹⁴ <http://www.dianahacker.com/pocket> (accessed June 3, 2003).
- ¹⁵ PBS Online, "Media Giants," *Frontline: The Merchants of Cool*, <http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>
- ¹⁶ Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.
- ¹⁷ Benjamin Spock, interview by Milton J.E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

¹⁸ Seth Koven and Sonya Michel, "Womanly Duties: Maternalist Politics and Origins of Welfare States in France, Germany, Great Britain, and the United States," *The American Historical Review* 95 (October 1990): 1079. JSTOR.
<http://links.jstor.org/sici?sici=00028762%28199010%2995%3A4%3C1976%3AWDMPAT%3E2.0.CO%3B2-I>.

¹⁹ PBS Online, "Media Giants," *Frontline: The Merchants of Cool*,
<http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>

VIII. Sample Bibliography Listing (Bibliography should begin on a separate page after the endnote section.)

Bloch, Marc. *Feudal Society*. 2 vols. London: Rutledge & Kegan Paul Ltd., 2001.

Burrows, Leland C. "Algeria" in *Historical Dictionary of the French Second Empire, 1852-1870*. Edited by William E. Echard. Westport, CT: Greenwood Press, 1985: 8-15.

Crombie, A.C. "Quantification in Medieval Physics." In *Change in Medieval Society*. Edited by Sylvia Thrupp. New York: Appleton-Century-Crofts, 2004: 188-207.

Duby, Georges. *Rural Economy and Country Life in the Medieval West*. Translated by Cynthia Postan. Columbia: University of South Carolina Press, 1999.

Gillingham, John. *Richard the Lionheart*. New York: Times Books, 2001.

Hacker, Diana. *A Pocket Style Manual, Fourth Edition*.
<http://www.dianahacker.com/pocket> (accessed June 3, 2003).

Harding, Alan. "Political Liberty in the Middle Ages." *Speculum* 55, no. 2 (1980): 423-443.

Heitland, W.E. *The Roman Fate*. Cambridge: University Press, 1922. Cited by Bryce Lyon, *The Origins of the Middle Ages*. New York: W.W. Norton & Company, 1972.

Koven, Seth and Sonya Michel. "Womanly Duties: Maternalist Politics and Origins of Welfare States in France, Germany, Great Britain, and the United States." *The American Historical Review* 95 (October 1990): 1076-1108. JSTOR.
<http://links.jstor.org/sici?sici=00028762%28199010%2995%3A4%3C1976%3AWDMPAT%3E2.0.CO%3B2-I>.

Macmillan, Andrew. In discussion with the author, September 1998.

PBS Online, "Media Giants," *Frontline: The Merchants of Cool*,
<http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>

Rayburn, Kevin. *The 1920s*. <http://www.louisville.edu/~kprayb01/1920s.html>

Royko, Mike. "Next Time, Dan, Take Aim at Arnold." *Chicago Tribune*, September 23, 1992.

Spock, Benjamin. Interview by Milton J.E. Senn, November 20, 1974, interview 67A. Transcript from the Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

Strayer, Joseph. *Western Europe in the Middle Ages*. 2nd ed. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1988.

Wansbrough, Henry. *The New Jerusalem Bible*. New York: Doubleday, 1985.

¹ Fr. Thomas L. Scott, S.J. served as a member of the history department at The University of Scranton from 1970 to 1994, and this latest edition is based on his form sheet. Examples for printed materials in this updated version (October 2005) are derived from *Chicago Manual of Style, 15th Edition* (Chicago: The University of Chicago Press, 2003). Examples for internet-based materials are derived from the “Turabian Citation Examples” as listed on the web site of the Owens Library at Northwest Missouri State University. For further information and additional endnote and bibliographic examples, see <http://www.chicagomanualofstyle.org> and <http://www.nwmissouri.edu/library/citing/chibib.htm>.