

RHODE ISLAND COLLEGE
STYLE SHEET FOR HISTORY PAPERS 5/05

All history courses at Rhode Island College have a writing requirement. In 100-level courses, the two required assignments total 6-8 pages. All 200-level courses, with the exception of History 200, will include a writing requirement of 8-10 pages. In 300-level courses, with the exceptions of History 361, 362, and 371, the writing requirement ranges from 15-25 pages, with no single assignment longer than 15 pages. In 200- and 300-level courses, assignments may include document analysis, book reviews, short historiographical essays, or a series of journal article précis.

Please observe the following guidelines in submitting papers for all courses in the History Department. Individual instructors may note certain exceptions, so pay attention as well to the requirements for each paper assigned.

I. General Instructions

Each paper should have a title page, margins of 1 1/2" on the left side and top of the page and 1" at the right and the bottom. Number the pages, double-space, type on one side of the page, and remember to proofread the paper for spelling and grammar errors.

II. Plagiarism

Plagiarism constitutes any attempt to present someone else's work as one's own and in the academic community is considered as serious as theft. Students found guilty of plagiarism are subject to disciplinary sanctions. Some examples of plagiarism (word-for-word, patchwork, and unacknowledged paraphrase) can be found at the Adams Library web site. http://www.ric.edu/adamslibrary/resources/faculty_resources/studenthandbk.html

III. Footnoting

The History Department does not use MLA style, but instead a form of notation used by historians. Footnote all direct quotations and all information and ideas not your own. It is not necessary to footnote common knowledge or information that is readily available from standard references like dictionaries and encyclopedias. Finally, do not quote to establish a historical fact but quote from a source only when the material makes a dramatic or particularly effective point. Otherwise, use your own words. Also avoid close paraphrasing—that is, do not simply substitute a few new words or change the order of the wording in another source.

Individual instructors will add variations to these rules.

IV. Citations

For examples of correct footnote and bibliographic form, see *The Chicago Manual of Style*, Chicago: University of Chicago Press, 1993 or Kate Turabian *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 1996). For documenting online sources see *Online! A Reference Guide to Using Internet Sources*, (Boston: St. Martin's, 2000), or <http://www.bedfordstmartins.com/online>. The Adams Library home page <http://www.ric.edu/adamslibrary/resources/citing.html> also provides resources for citing sources.

On matters of style, William Strunk, Jr. and E.B. White, *The Elements of Style*, 3rd ed. (New York: Macmillan, 1979) is a brief but invaluable guide (with examples) to problems in word usage, punctuation, and paragraph and sentence structure.

V. FOOTNOTES

[First reference to a source is in full]

1. John B. Wolf, *Louis XIV* (New York: W.W. Norton & Co., 1968), 355.
[Second reference to a source is abbreviated title. Consecutive reference is Ibid.]
2. Wolf, *Louis XIV*, 45.
[Journal article]
3. Daniel K. Richter, "War and Culture: The Iroquois Experience," *William and Mary Quarterly*, 3rd. ser., 40 (1983) 545.
[Article in book]
4. James Merrell, "Indians and Colonists in Early America," in *Strangers Within the Realm: Cultural Margins of the First British Empire*, eds. Bernard Bailyn and Philip D. Morgan (Chapel Hill, N.C.: University of North Carolina Press, 1991), 127.
[Newspaper article]
5. Michael Norman, "The Once-Simple Folk Tale Analyzed by Academe," *New York Times*, 5 March 1984, 15 (N).
[Article in an electronic journal]
6. Jason Crawford Teague, "Frames in Action," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, August 20, 1998. <<http://english.ttu.edu/kairos/2.1>> (7 October 1999).
[Newspaper article on the web]
7. Christopher Wren, "A Body on Mt. Everest, a Mystery Half-Solved," *New York Times on the Web*, 5 May 1999, <<http://search.nytimes.com/search/daily/bin/fastweb?getdoc+site+site+87604+0+wAAA+%22a%7Ebody%7Eon%7Eemt.%7EEverest%22>> (13 May 1999).
[Professional site]
8. Gail Mortimer, The William Faulkner Society Home Page, 16 September 1999
<<http://www.utep.edu/mortimer/faulkner/mainfaulkner.htm>> (1 October 1999).
[Government publication]
9. George Bush, "Principles of Ethical Conduct for Government Officers," Executive Order 12674, 12 April 1989, pt. 1, <http://www.usoge.gov/exorders/eo12764.htm> (30 October 1997).

VI. BIBLIOGRAPHY

Bibliographical citations differ slightly; entries are alphabetized by last name, sources are divided into primary and secondary, and the rules for punctuation are different.

Primary Sources

Phillipps Collection of Egmont Manuscripts, University of Georgia Library, Athens, Georgia.

Secondary Sources

- Merrell, James. "Indians and Colonists in Early America." In *Strangers Within the Realm: Cultural Margins of the First British Empire*, edited by Bernard Bailyn and Philip D. Morgan, pp. 120-137. Chapel Hill, N.C.: University of North Carolina Press, 1991.
- Richter, Daniel K. "War and Culture: The Iroquois Experience." *William and Mary Quarterly* 3rd. ser., 40 (1983): 530-565.
- Wolf, John B. *Louis XIV*. New York: W.W. Norton, 1968.
- Richmond, Yale, and Duane Goehner. "Russian Orthodoxy." *Russian/American Contrasts* 3 December 1997. <http://www.goehner.com/russinfo.htm>
- Teague, Jason Crawford. "Frames in Action." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, August 20, 1998. <<http://english.ttu.edu/kairos/2.1>> (7 October 1999).