**Format Guidelines**

* Font: Times New Roman, 12 point
* 1 inch margins (preset)
* Minimum of 4 FULL pages/Maximum of 5 pages
* Double Spaced (Go to Paragraph – Select “Double” in the space drop down menu)
* Include your name and title of the paper in the header (Go to Insert – Click on header – Select “Blank” in dropdown menu – Type your name and the title of the paper)

**Basic Do’s and Don’ts**

* DO: Write out all numbers below 100.
* DO: Capitalize proper names (People, Places, etc.)
* DO NOT: Use I, you, we, us, etc.
* DO NOT: Use contractions (don’t, can’t, etc.)
* DO NOT: Use slang or inappropriate language

**Quotes**

* If you use a quote, make sure that you put it in quotation marks “like this.”
* Quotes should be exactly the same way they are in the original source
* If your quote is longer than 40 words, you need to make it into a block quote --- SEE Mrs. Matello
* You MUST introduce and discuss your quote
* You MUST cite Quotes

**Citations**

* Format: Chicago Manual Style
* We will use footnotes AND a works cited page
  + To add footnotes: Have your cursor at the end of the sentence you are citing. Click on References --- Click “Insert Footnote”
  + Works Cited Page will be on a septate page at the end of your paper.
* Use this link for specific citation requirements: [www.chicagomanualofstyle.org/tools\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
* You should cite a source under the following circumstances:
  + Use a quote
  + Use specific information from a source (statistics, data, idea, etc.)
  + When in doubt CITE!
* You do NOT need to cite info that is considered common knowledge.
* Plagiarism in ANY form will not be accepted and will result in receiving a zero for the paper.

**Sources**

* Remember that you should have a minimum of 5 sources, but only 3 may be websites. Online magazine/newspaper articles, books, news clips, etc. do not count as websites.)

**Rough Draft (2 FULL pages!) is due by Wednesday November 15th – Email to** [**mrs.matello@gmail.com**](mailto:mrs.matello@gmail.com)