**Citations:**

* Footnotes – internal citations, included at the bottom of the page.[[1]](#footnote-1)
  + In order to place a footnote, you put your cursor at the end of the sentence/section, click “References,” click “Insert Footnote,” and enter the information at the bottom.
    - Use pre-selected format (Calibri Body, 10pt font, single spaced)
* Works Cited – list of all of your sources at the end of the paper
  + Should be on a separate sheet (does NOT count towards your page count!)
  + Times New Roman, 12pt font, SINGLE spaced
    - List in alphabetical order
    - Indent each line beyond the first
    - See next page for sample!
* Go to <http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html>

**Numbers:**

* Spell out all numbers below 100 (ninety-nine, thirteen, etc.)
  + Percentages should be done in number format (49%) – UNLESS it is at the beginning of a sentence – then should be spelled out.

**Quotations:**

* Introduce your quote…
  + According to the USHMM, the Holocaust is defined as “The Holocaust was the systematic, bureaucratic, state-sponsored persecution and murder of six million Jews by the Nazi regime and its collaborators. *Holocaust*is a word of Greek origin meaning "sacrifice by fire." The Nazis, who came to power in Germany in January 1933, believed that Germans were "racially superior" and that the Jews, deemed "inferior," were an alien threat to the so-called German racial community.”[[2]](#footnote-2)
* All quotes must be cited in footnotes and works cited
* Discuss your quote

**Works Cited**

Fleming, Michael. “A Reconsideration of the Revolt at Sobibor.” *Holocaust Studies: A Journal of Culture and History*, 22:4 (2016): 329-330. Accessed June 27, 2017 <http://dx.doi.org/10.1080/17504902.2016.1183438>.

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Jewish Partisan Educational Foundation. “Study Guide: Jewish Women in the Partisans.” Accessed May 25, 2017. <http://elearning.jewishpartisans.org/elearning/file-download/179>.

Lubetkin, Zivia. *In the Days of Destruction and Revolt*. Tel Aviv: Hakibbutz Hameuchad Publishing House, 1981.

Polous, Margaret. *Arms and the Woman: Just Warriors and Greek Feminist Identity.* (New York: Columbia University Press, 2008). <http://www.gutenberg-e.org/poulos/chapter4.html>.

1. Like this! [↑](#footnote-ref-1)
2. Insert citation for quote [↑](#footnote-ref-2)