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Contents:

- I. Title Page Instructions (p. 1)
- II. Text Guidelines (p. 1)
- III.

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

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, *Conquest and the Making of Medieval Britain* (New York: Times Books, 2001), 147.

2. Book by two authors:

² Liam P. Unwin and Joseph Galway, *Conquest and the Making of Medieval Britain* (Boston: Stronghope Press, 1984), 25.

3. Book by three or more authors:

³ Charlotte Marcus et al., *Conquest and the Making of Medieval Britain* (Boston: Broadview Press, 1990), 152.

4. Article in a journal:

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

⁵ Christopher S. Mackay, "Lactantius and the Succession to Diocletian," *Journal of Medieval Studies* 94, no. 2 (1999), 205.

5. Article in a dictionary or encyclopedia:

⁶ Leland C. Burrows, "Algeria" in *World Encyclopedia*, 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 Forest News* (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, *La Conquête de la Normandie*, trans. Cynthia Postan (Columbia: University of South Carolina Press, 1999), 14.

9. Secondary source of citation:

¹¹ W.E. Heitland, *The Norman Conquest* (Cambridge: University Press, 1922) cited by Bryce Lyon, *The Norman Conquest* (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 *Science in the Middle Ages*, ed. Sylvia Thrupp (New York: Appleton-Century-Crofts, 2004), 197.

11. Edition other than the first:

¹³ Joseph Strayer, *Medieval Europe*, 2nd ed. (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1988), 68.

12. Multi-volume work:

¹⁴ Marc Bloch, *The 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.

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." *American Journal of Sociology* 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

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, *Conquest of London* (New York: Times Books, 2001), 147.

² Alan Harding, "Political Liberty in the Middle Ages," *Journal of Medieval History* 55, no. 2 (1980), 431.

³ Leland C. Burrows, "Algeria" in *Dictionary of the History of Ideas*, 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, *The Economic History of Medieval Europe*, trans. Cynthia Postan (Columbia: University of South Carolina Press, 1999), 14.

⁸ W.E. Heitland, *Medieval History* (Cambridge: University Press, 1922) cited by Bryce Lyon, *Medieval History* (New York: W.W. Norton & Company, 1972), 42.

⁹ A. C. Crombie, "Quantification in Medieval Physics," in *Medieval Science, Technology, and Philosophy*, ed. Sylvia Thrupp (New York: Appleton-Century-Crofts, 2004), 197.

¹⁰ Joseph Strayer, *Medieval History*, 2nd ed. (Englewood Cliffs, NJ: Prentice-Hall, Inc., 1988), 68.

¹¹ Marc Bloch, *The Feudal Society*, vol. 2 (London: Rutledge & Kegan Paul Ltd., 2001), 302.

¹² 1 Cor. 13:1 (TJB)

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¹⁸ Seth Koven and Sonya Michel, "Womanly Duties: Maternalist Politics and Origins of Welfare States in France, Germany, Great Britain, and the United States," *American Journal of Sociology* 95 (October 1990): 1079. JSTOR.
<http://links.jstor.org/sici?sici=00028762%28199010%2>

Spock, Benjamin. Interview by Milton J.E. Senn, Nov