

FORMAT FOR THE TERM PAPER

TITLE PAGE : The following information should be centered (left-right & up-down on the Title Page - a) Title of your paper, b) your name , c) The due date

The following information should be centered left-right only and positioned at the bottom of the Title Page - a) The name of the course , b) The name of the teacher.

TABLE OF CONTENTS : The Table of Contents page is the second page of the paper. On it is listed a) Introduction , b) Any chapters (by chapter title) c) Any illustrations, d) any maps, e) appendix (if needed) d) Bibliography. Follow each entry with the page number on which it begins. Example:

Introduction	1
Background to the Battle of	3
Bibliography	9

APPENDIX

An appendix is used to cite a long quotation, a long list, a chart, etc... that otherwise would interrupt the flow of the paper. If included in the text. If you are doubtful, check with me to be sure where to place a particular item.

BIBLIOGRAPHY PAGE

The bibliography page is always the last page of the paper. It is titled Bibliography. The entries should be written the same way as you did on the bib cards. They should be arranged alphabetically by the author's last name. If two different authors have the same last name , use their first name to determine the order. If you are using two books by the same author use the title of the book to determine the order. In titles of books, use the first important word. (Ex. The Way West - In this title the first important word is Way)

TEXT

A new chapter = a new page.

Number all pages at the bottom center.

REMEMBER TO WRITE IN YOUR OWN WORDS OR PUT QUOTES.

Follow a quote with a parentheses, author's last name, comma, date of publication, close parentheses.