

Rhode Island College History Department

Style Sheet for History Papers

All history courses at Rhode Island College have a writing requirement. In 100-level courses, the two required formal assignments will be a minimum of 4-5 pages each. All 200-level courses, except History 200, include a minimum writing requirement of 10-15 pages total. In 300-level courses, with the exception of History 361, 362, and 371, the writing requirement ranges between 15-25 pages. In 200- and 300-level courses, assignments may include document analyses, 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 assigned paper.

I. General Instructions

Each paper should be double-spaced, printed on one side of the page, and carefully proofread for spelling and grammar errors. The font should be 10-12 pt.

II. Plagiarism

Plagiarism is any attempt to present someone else's work as one's own and in academia is considered as serious as theft. Students found guilty of plagiarism are subject to disciplinary sanctions under the auspices of the Academic Integrity Board. Please see its link on the RIC Website, especially pages 22-23 in the document "Academic Responsibilities for RIC Students."

III. Footnoting

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 reference sources. Finally, do not quote to establish a historical fact but quote from a source only when the material makes a dramatic or particularly effective point.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 words or change the order of the wording in a source.

Individual instructors might add variations to these rules.

IV. Citations

The History Department **does not** use MLA (Modern Language Association) style, but instead a form of notation used by historians. For correct footnote and bibliographic form, see Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. (Chicago: University of Chicago Press: 2013) or *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010). For online sources see *Online! A Reference Guide to Using Internet Sources* (Boston: St. Martin's, 2000)

<http://www.bedfordstmartins.com/online>. The Adams Library web page provides resources for citing sources:

http://www.ric.edu/admaslibrary/resources/faculty_resources/studenthandbk.html.

On matters of style, consult Section III "Style" in Turabian, 8th edition.

V. Citing Footnotes Examples

* **Book (first reference to a source contains a complete citation)**

Claudia Koonz, *The Nazi Conscience* (Cambridge, MA: Harvard, 2008), 22.

* **Additional Consecutive reference**

Ibid., 26. (Latin for the same as above)

* **Additional Reference non-consecutive**

Koonz, 45 or Koonz, *Nazi Conscience*, 45.—if you have more than one source from Professor Koonz.

* **Journal Article**

Johann Matz, “Sweden, the United States and Raoul Wallenberg’s Mission in Hungary in 1944,” *Journal of Cold War Studies* 14 no. 3 (Summer 2012): 99.

* **Article in a book**

Philip Gibbs, “The Historic First of July, in *The World War I Reader*, ed. by Michael Neiberg (New York: New York University Press, 2007), 193.

* **Newspaper Article**

Michael Norman, “The Once-Simple Told Tale Analyzed by Academe,” *New York Times*, March 5, 1984, New York Edition.

* **Article in an Electronic Journal**

Jesse Crawford Teague, “Frames in Action,” *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2 no. 1 (August 20, 1998) accessed October 7, 1999, <http://english.ttu.edu/kairos/2.1>.

* **Newspaper Article on the Web**

Christopher Wren, “A Body on Mt. Everest, a Mystery Half-Solved,” *New York Times*, May 5, 1999, accessed May 13, 1999, ProQuest Historical Newspapers.

* **Professional Site**

“Privacy Policy,” Google Privacy Center, last modified October 3, 2010, accessed March 2, 2011, <http://www.google.com/intl/en/privacypolicy.html>.

* **Government Publications**

Barack Obama, Proclamation 8621, “National Slavery and Human Trafficking Prevention Month, 2011,” *Federal Register* 75, no. 250 (December 30, 2010): 82215.

VI. Bibliography Citations

Bibliographical citations differ slightly from footnote citations; entries are alphabetized by author’s last name and punctuation rules are different.

Gibbs, Philip. “The Historic Fourth of July.” In *The World War I Reader*. Edited by Michael Neiberg, 184-194. New York: New York University Press, 2007.

Google. “Privacy Policy.” Google Privacy Center. Last modified October 3, 2010. Accessed March 3, 2011. <http://www.google.com/intl/en/privacypolicy.html>

Koonz, Claudia. *The Nazi Conscience*. Cambridge, MA: Harvard, 2008.

Matz, Johann. “Sweden, the United States and Raoul Wallenberg’s Mission in Hungary in 1944.” *Journal of Cold War Studies* 14 no. 3 (Summer 2012): 97-148.

Teague, Jesse Crawford. “Frames in Action.” *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2 no. 1 (August 20, 1998). Accessed October 1, 1999.

<http://english.ttu.edu/kairos/2.1>.

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