Title of Your Essay

(one-quarter page down from the top)

Your Name Here

(at about half-page mark)

HI 460 Senior Research Seminar in History

Dr. Tona Hangen

Date

(insert page break here to maintain separation between Title Page and Page 1)[[1]](#footnote-1)

The main section of your essay will begin here, on page two, with your last name and the page number in a header at the upper right corner. There is no page number on the title page, which is page one. Within your essay, use footnotes to indicate citations.[[2]](#footnote-2) If you prefer, you can use endnotes instead of footnotes. Indent your paragraphs, and don’t leave an extra line between paragraphs. There should be 1 inch margins on all four sides, to allow room for margin notations, comments, and corrections. Keep the line spacing as double-spaced.

If you find you have a quote that’s going to be longer than 4 lines, set it off as a block quotation, which should be single-spaced, without a paragraph indentation, with margins an extra half-inch to an inch on both sides. Block quotations do not have quotations marks around them, though they do have a footnote at the end, and a clear line break before the next paragraph following. For example:

The personal computer is the physical, palpable, technological embodiment of the intellectual innovations specific to the late twentieth century, when Friedrich Nietzsche’s rendition of the end of modernity became commonplace—when the “man of reason” passed away. And in its insanely various and strangely productive usages, we might detect the revolution that is contained, in both the inclusive and the exclusive sense, by American thought and culture at the end of the twentieth century.[[3]](#footnote-3)

Lastly, please provide a word count on the final page of the essay body. Don’t count the footnotes; the word count is only for the essay itself. Separate the Bibliography page from the last page of your essay with a new page break, but include it in the same document so that there is consistent pagination from beginning to end.

1. When using a title page, insert a page break at the bottom of the page, and then go to the Page Layout preferences or toolbar and click “Different First Page” to remove the page number and surname header from the top corner. The text of your paper officially begins on Page 2.

   [↑](#footnote-ref-1)
2. Footnotes at the bottom of the page indicate citations—direct quotes, paraphrases, and indirect references—as well as allow you the change to add information of your own that might not be a direct part of your essay but is still of interest. The footnotes should be in the SAME font as the body of the paper, but usually 2 point sizes smaller, and single-spaced. [↑](#footnote-ref-2)
3. James Livingston, *The World Turned Inside Out: American Thought and Culture at the End of the Twentieth Century* (New York: Rowman & Littlefield Publishers, 2010), 104. [↑](#footnote-ref-3)