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History 25 CH
January 17, 2012

The Guidelines for All Written Assignments

All type-written work must visually conform to the format contained within this document. In general, this means using 12 point Times New Roman font, or a close equivalent. Your information should be single-spaced and right justified at the top of the first page of the document only. All other writing must be double-spaced, with the top and the bottom margins set at 1.0 inch in length and the left and right margins at 1.25 inches in width.

All typed documents should be numbered, with the page numbers located in the top, right-hand corner. The page number on the first page is *optional* and may be left off altogether. For the other pages it is required, but notice that the only information required for these pages is the actual page number, not your name or the title of the essay.

All work should be footnoted in accordance with the Chicago Manual of Style. When only one work is being discussed, it is acceptable to merely note the page numbers in parentheses rather than insert a full citation.

There is one instance when single-spacing is appropriate for the body of an essay, specifically, when “block quotes” are being used. When you quote *at least three lines*—or even one or two lines if they are substantial—putting them into a block quote sets them apart and gives them emphasis. To make a block quote, we also indent the quoted lines differently. As an example, here is a block quote from a text on critical thinking called *The Miniature Guide to Critical Thinking*, written by Dr. Richard Paul and Dr. Linda Elder. On the topic of egocentric thinking, the authors write:

Egocentric thinking comes from the unfortunate fact that humans do not naturally consider the rights and needs of others, nor do we naturally appreciate the point of view of others or the limitations in our own point of view. We become explicitly aware of our egocentric thinking only if trained to do so. We do not naturally recognize our egocentric assumptions, the egocentric way we use information, the egocentric way we interpret data, the source of our egocentric concepts and ideas, the implications of our egocentric thought. We do not naturally recognize our self-serving perspective.¹

As you'll note, the entire quote is single-spaced and indented (but only on the left). This makes it stand out, giving it the look of an independent paragraph. Notice also that there are no quotation marks. Since its spacing and indentation are different from the rest of the essay, a block quote is assumed to be a quote. No marks are necessary.

That is all you have to know for now. Keep this document in a place you can easily reference it when you need to. If you follow the guidelines explained here, by the end of the semester they should become second nature for you.

Welcome to History 25 CH!

¹ Richard Paul and Linda Elder, *The Miniature Guide to Critical Thinking: Concepts and Tools* (The Foundation for Critical Thinking, 2003), 6.