

WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF HISTORY  
STYLE SHEET

Students should follow specific guidelines on style, format (and all other matters), as provided by course instructors. If specific guidelines are not provided, students should follow these listed below.

- Short assignments (up to fifteen pages in length) should have a heading on top of page one, in the left margin, providing the following information, single spaced: Student's name (line one), Course no: Course name (line two), Instructor's name (line three), date (line four). Line 5 should be blank. On line 6, type in center position the assignment name (e.g. Essay # 1) or specific title of the essay (e.g. Analysis of ...). Line 7 should be blank. The main text of your essay should begin on line 8. (See example below.)

For long assignments (fifteen pages and longer), provide a cover sheet with the title of the assignment and your name in the center of the page; and the course name and no., Instructor's name, semester, and date at the bottom. In both cases, this should be single spaced. (See example below.)

- After the heading or cover page, all pages should be double-spaced (and contain no heading, only page number). Paragraphs should be separated by indentation and there should be no extra lines between paragraphs (i.e. spacing between paragraphs should be same as between lines).
- All pages should have one-inch margins.
- All pages – except page 1 - should be numbered.
- Short papers should be stapled (not folded over or held together with a paper clip). Attach large papers with a black or white binder clip in a size appropriate to the size of the paper (and not placed in a folder or sleeve).
- All pages should be typed in the same font style and size that is the equivalent of Times New Roman or Arial, 12-point font, in black ink. (There should be no handwritten information.)
- All assignments should be properly edited for spelling, grammar, and style. (You are encouraged to review writing guides, such as Mary Lynn Rampolla's *A Pocket Guide to Writing in History*, and to utilize the services of WMU's Writing Center located in Ellsworth Hall. The Writing Center has an online appointment reservation system at [www.wmich.edu/casp/writingcenter](http://www.wmich.edu/casp/writingcenter).)
- All assignments should provide citations to sources they are based on, analyze, or draw on (not just those for which quotations are included in the main text). Shorter papers should contain only footnotes or endnotes. Longer papers require both footnotes or endnotes *and* a bibliography listed on a separate page or pages.

- Citations should follow the “notes and bibliography” format of *The Chicago Manual of Style*. Latest print versions of the Chicago Manual can be found in most WMU University Libraries reference collections (Z53.C57). Quick, short printable, and full online versions are available on the University Libraries website. (Go to [www.wmich.edu/library/research](http://www.wmich.edu/library/research) then click on Writing Guides and Chicago Manual of Style.)

*Approved by History Department Faculty in April 2010*

Examples of Heading for Short Assignments  
and Footnote/Endnote Citations of Books and Journal Articles

Mary A. Student  
HIST 2900: Introduction to the Study of History  
Dr. John Q. Instructor  
Fall Semester 2020

Essay #1

Scholars consider Desiderius Erasmus of Rotterdam (1466?-1536) “the Prince of the Humanists” for the significant corpus of work he produced throughout his life.<sup>1</sup> In *Ciceronianus*, an important but lesser known work, Erasmus mocks and critiques a small but important section of humanism known as Ciceronianism that attempted to imitate every work and style of the Roman writer Cicero in his writings.<sup>2</sup> This work also reflects some aspects of Erasmus’ other work on the reform of religious belief and practice.<sup>3</sup>

The original passage outlines the basics of Christianity:

Jesus Christ, the Word and Son of the eternal Father, according to the prophets came into the world, and having been made man, of his own free will surrendered himself to death and redeemed his church; he turned aside from us the wrath of the Father whom we had offended...and persevering in the communion of the church, might after this life attain the kingdom of heaven.<sup>4</sup>

Imitation goes deeper than just words. Writing, Bolephorus says, is one of the ways God makes someone an individual.<sup>5</sup> While Erasmus mocks Ciceronianism at the outside of the dialogue, he ultimately encourages reading Cicero and imitating his scholastic example.<sup>6</sup>

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<sup>1</sup> Cornelis Augustijn, *Erasmus: His Life, Works, and Influence* (Toronto: University of Toronto Press, 1971), 5.

<sup>2</sup> Desiderius Erasmus, *Ciceronianus*, trans. by Betty Knott Sharpe (Toronto: University of Toronto Press, 1986).

<sup>3</sup> Scott Hendrix, “In Quest of the Vera Ecclesia: The Crisis of Late Medieval Ecclesiology,” *Viator* 7,1 (1976): 347-78.

<sup>4</sup> Erasmus, *Ciceronianus*, 389.

<sup>5</sup> Erasmus, *Ciceronianus*, 389 OR Ibid, 440.

<sup>6</sup> Emile V. Telle, “Erasmus’s *Ciceronianus*: A Comical Colloquy,” in *Essays on the works of Erasmus*, ed. Richard Demolen (New Haven, CT: Yale University Press, 1978), 211-220.

Example of Cover Sheet for Long Assignments

The Murder of Captain Cook and its Short-Term Impact on Relations  
between Europeans and Pacific Island Peoples

By Mary A. Student

HIST 4000: Topics in Global History  
Western Michigan University  
Fall Semester 2010  
Dr. John Q. Professor

April 20, 2020

## Example of Bibliography

### Bibliography

Augustijn, Cornelis. *Erasmus: His Life, Works, and Influence*. Toronto: University of Toronto Press, 1971.

Erasmus, Desiderius. *Ciceronianus*. Trans. by Betty Knott Sharpe. Toronto: University of Toronto Press, 1986.

Hendrix, Scott. "In Quest of the Vera Ecclesia: The Crisis of Late Medieval Ecclesiology." *Viator* 7, 1 (1976): 347-78.

Telle, Emile V. "Erasmus's Ciceronianus: A Comical Colloquy." In *Essays on the works of Erasmus*. Ed. Richard Demolen. New Haven, CT: Yale University Press, 1978. 211-220.