

WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF HISTORY  
STYLE SHEET

Students should always follow any specific guidelines on style, format, and all other matters provided by their course instructors. If, however, specific guidelines are not provided, students should follow these listed below.

- For short assignments up to fifteen pages in length, provide a heading at the top of page one on the left side. Single-space the heading. Provide the following information: Student's name (line 1), Course number and Course name (line 2), Instructor's name (line 3), semester the course is taught (line 4); due date of the assignment (line 5). Line 6 should be blank. On line 7, type the assignment name in the center position (e.g., Essay # 1 or specific title of the essay, e.g., Analysis of ...). Line 8 should be blank. The main text of your paper should begin on line 9. (See example below.)

For long assignments of fifteen pages or more, provide a cover page on a separate sheet of paper. Halfway down the page, place the title of the assignment and your name in the center of the page, skipping a space between the title and your name. At the bottom center, single-spaced, type the course number and name, the semester the course is being taught, the instructor's name, the due date of the paper. (See example below.)

- Except for the heading or the cover page, all writing should be double-spaced. Papers should contain no header or footer other than page numbers. Each new paragraph should be indented five spaces (usually one tab stop). Spacing between paragraphs should be the same as between the lines of text. There should be no extra lines between paragraphs.

- All pages should have one-inch margins.

- All pages except the first page should be numbered.

- Short papers should be stapled (not folded over or held together with a paper clip). If a paper cannot be stapled because of its length, use a binder clip in a size appropriate to the size of the paper. Do not place papers in folders or sleeves.

- All pages should be typed in the same font 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, [wmich.edu/casp/writingcenter](http://wmich.edu/casp/writingcenter). The Writing Center has an online appointment reservation system at <https://wmich.mywconline.com>.

- All assignments should provide citations to the sources students used in their research, not just those from which quotations are included in the paper. Shorter papers should contain only footnotes or endnotes. Longer papers require both footnotes or endnotes and an inclusive

bibliography (not a “works cited” sheet) 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 <http://www.wmich.edu/library>, click on “Citing Sources,” then click on “Chicago Manual of Style.” A quick guide the *Chicago Manual of Style* that contains most of what students need to cite their sources is on the same page under “Turabian.”

*Approved by History Department Faculty in the Spring semester, 2015*

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. J. Q. Instructor  
Fall Semester 2020  
October 15, 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>*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  
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.

Brown, Campbell. "Consequentialize This." *Ethics* 121, no. 4 (July 2011): 749–71. Accessed December 1, 2012. <http://dx.doi.org/10.1086/660696>.

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

Google. "Privacy Policy." Google Policies & Principles. Last modified July 27, 2012. Accessed January 3, 2013. <http://www.google.com/policies/privacy/>.

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.

Welter, Barbara. "The Cult of True Womanhood, 1820-1860." *American Quarterly* 18 (Summer 1966): 151-174.