

Title Page

Include: full title of your paper, your name, the course title, the instructor's name, and the date.

Do not number the title page but count it in the manuscript numbering.

The Massacre at Fort Pillow:
Holding Nathan Bedford Forrest Accountable

Ned Bishop

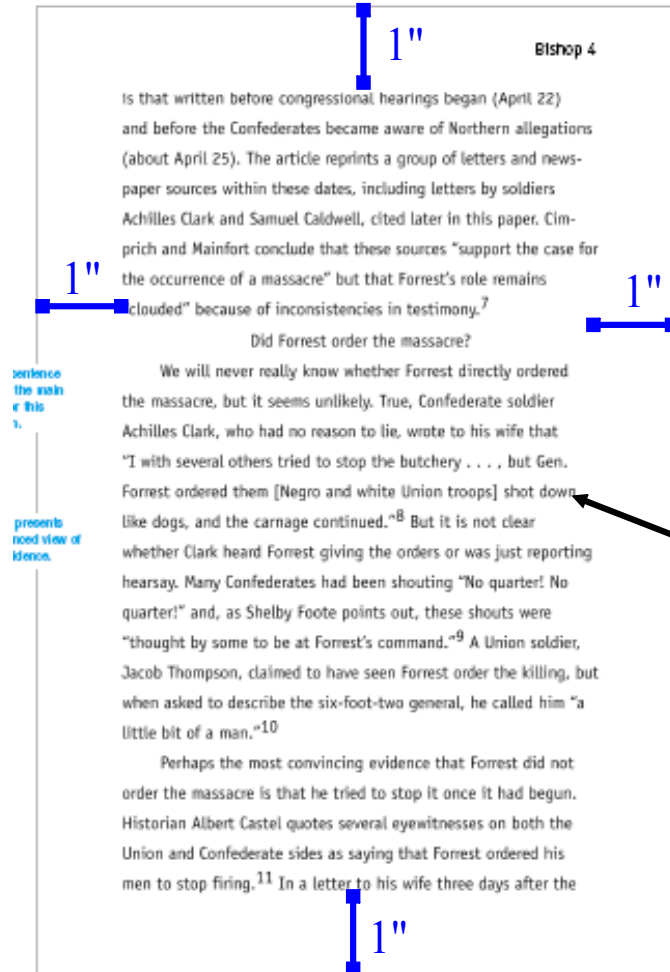
History 214
Professor Citro
March 22, XXXX

Title of paper.

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and date

Margins and Spacing

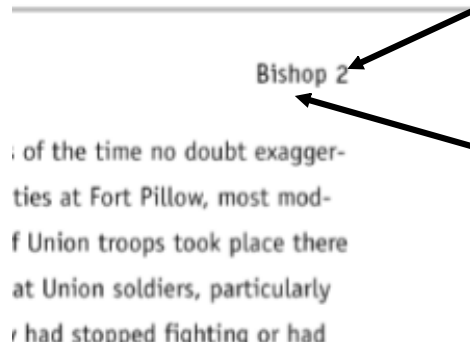


One inch at the top, bottom, and sides of the page.

Double-space the entire manuscript.

Pagination

Using arabic numerals, number all pages except the title page in the upper right corner.



May use a short title or last name to the left of the pagination.

In MS Word:

- * Starting on first page...
- * ...choose View then Header/Footer.
- * ...Click on the "Page Setup" button in the floating toolbar.
- * ...Choose the "Layout" tab; select "Different first page."
- * ...Click OK.

- * On second page...
- * ...choose View then Header/Footer.
- * ...Tab twice so that cursor is in upper right corner.
- * ...Type name [optional]; click in floating toolbar "Insert Page Number" button.

Long quotations

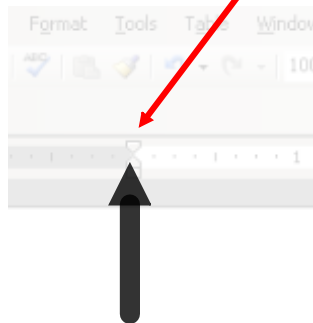
Set off long quotations from the text by indenting.

Indent the full quotation one-half inch (five spaces) from the left margin.

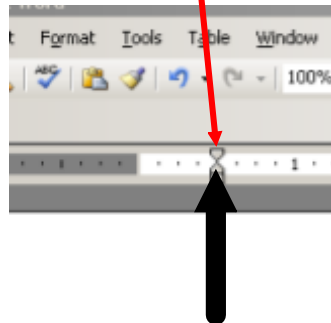
their lines and the fort, helping one another scale the parapet, quickly, with the
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some kept going, right into the river, where a number
drowned and the swimmers became targets for marksmen on
the bluff. Others, dropping their guns in terror, ran back
toward the Confederates with their hands up, and of these
some were spared as prisoners, while others were shot down in
the act of surrender.³

In his own official report, Forrest makes no mention of the
massacre. He does make much of the fact that the Union flag was
not taken down, saying that if his own men had not taken down the
flag, "few if any, would have survived unhurt another volley."⁴



Click the tiny box
under the "up" triangle.



Drag tiny box
1/2 inch to right.

Quotation marks are not needed
when a quotation has been set off
from the text.

Visuals

- > Visuals: tables and illustrations (illustrations, or figures, include drawings, photographs, maps, and charts).
- > Keep visuals as simple as possible.
- > Label each table with an arabic numeral (Table 1, Table 2, and so on) and provide a clear title that identifies the subject.
- >The label and title should appear on separate lines above the table, flush left. Below the table, give its source in a note like this one:

Source: Edna Bonacich and Richard P. Appelbaum, *Behind the Label* (Berkeley: University of California Press, 2000), 145.

For each figure, place a label and a caption below the figure, flush left. The label and caption need not appear on separate lines. The word "Figure" may be abbreviated to "Fig."

In the text of your paper, discuss the most significant features of each visual. Place visuals as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix.

**Table 1.
Blank Cells.**

Source: Edna Bonacich and Richard P. Appelbaum, *Behind the Label* (Berkeley: University of California Press, 2000), 145.

Footnoting

> Use MS Word's footnoting capability to add footnotes to the bottom of the page where the citation occurs.

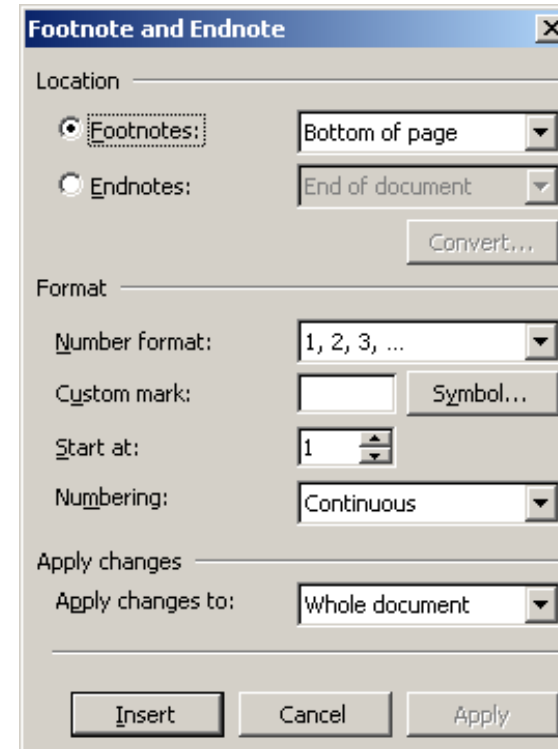
When I was on the Supreme Court, I couldn't wait to pass all sorts of crazy conservative stuff just to tick off the liberals.¹

Just kidding.

¹ William H. Rehnquist, The Supreme Court: A History (New York: Knopf, 2001), 204.

Menubar:

Insert > Reference > Footnote



Bibliography

Beatty, Jack, ed. *Colossus: How the Corporation Changed America*.
New York: Broadway Books, 2001.

Rayburn, Kevin. *The 1920s*.
<http://www.louisville.edu/~kprayb01/1920s.html>.

Rehnquist, William H. *The Supreme Court: A History*.
New York: Knopf, 2001.

Footnotes

¹ William H. Rehnquist, *The Supreme Court: A History*
(New York: Knopf, 2001), 204.

⁶ **Jack Beatty, ed.**, *Colossus: How the Corporation Changed America*
(New York: Broadway Books, 2001), 127.

²¹ Kevin Rayburn, *The 1920s*, <http://www.louisville.edu/~kprayb01/1920s.html>.

Bibliography

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- > Alphabetize the bibliography by the last names of the authors (or editors)
- > when a work has no author or editor, alphabetize it by the first word of the title other than A, An, or The.
- > If your list includes two or more works by the same author, use three hyphens instead of the author's name in all entries after the **first**.

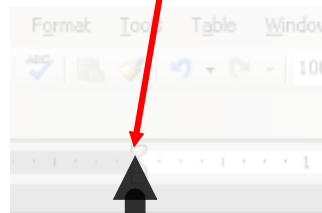
Bibliography

Castel, Albert. "The Fort Pillow Massacre: A Fresh Examination of the Evidence." *Civil War History* 4, no. 1 (1958): 37-50.

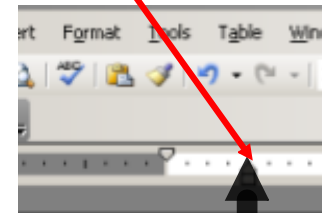
Cimprich, John, and Robert C. Mainfort Jr. "Fort Pillow Revisited: New Evidence about an Old Controversy." *Civil War History* 28, no. 4 (1982): 293-306.

Cornish, Dudley Taylor. *The Sable Arm: Black Troops in the Union Army, 1861-1865*. Lawrence, KS: University Press of Kansas, 1987.

Foote, Shelby. *The Civil War, a Narrative: Red River to Appomattox*. New York: Vintage, 1986.



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