** First things first: my thanks to all of you for a productive semester! It just occurred to me that I have been remiss in providing the necessary formal guidance for the final paper, beyond what I had done for the History 738 course. This document is an attempt to remedy this by offering a basic set of guidelines for the final paper so that there will be no confusion.

**Format:** For final products, I'm a bit of a stickler on this, but otherwise, it is pretty simple. Just make it Times New Roman font, 12-point, double-spaced, with 1" margins on all sides, with page numbering on bottom center.

**Form:** A title page with name and date is helpful to me in keeping track of these things. Note also that the first page of the paper should also include the title a second time, centered and underlined. If you use subheadings to break your paper into parts, precede each subheading with a carriage return, and italicize them. Length should be between 20 and 25 pages, not including title pages and/or bibliography.

**Footnoting and Bibliography:** I prefer footnotes for citation along the lines of Kate Turabian's *Guide for Writers of Dissertations and Term Papers*, otherwise known as the Chicago Style. This is standard for history-writing, and you should proceed in likewise fashion for the bibliography, which should be appended on a new page at the conclusion of the work. Make sure you cite all works consulted or used in the bibliography even if you did not utilize them directly in the footnotes. There is no crime in showing yourself as well-read on your subject!

**Final Bureaucratic Procedures:** As mentioned, those of you who have borrowed materials from me over the course of the semester to write your papers; you need to check in with me to return them or to close the semester cycle, if you want to continue working with them over the summer. Do note that final grades of "I" will be given to anyone still holding Curry library property after 5:00pm on Thursday, December 9, unless you have cleared it with me first. Please humor my compulsiveness on this point, as I have to consolidate and identify where everything is at the end of each semester to maintain my sanity!

**Reaching me between now and the end of exam week:** I will be in the office from 2:30-5:30pm every Tuesday between now and the end of the semester for my office hours. Obviously, I will also be on campus December 2 for our presentations, and probably in my office for the hour and a half before class starts if anyone needs me for last-second presentation-checking. Beyond this, however, check with me via e-mail if you want to make any appointments outside of these parameters. It is highly likely that I will have to try to set up an off-campus meeting that will work outside of the aforementioned dates.

Beyond that, I think that's it...good luck!