

## History Essay Guidelines

1. Type your essay and double space each line of writing. Please use Times, 12-point font.
2. Indent at the beginning of each paragraph. Please do not leave an extra line between paragraphs.
3. Spelling and grammar count. Edit carefully.
4. Write numbers under one hundred in full (four not 4).
5. Essays must be **formal** pieces of writing in third person. Formal writing has a serious, factual, and impersonal tone. Please do not use first person “I”, contractions (shouldn’t must be should not, can’t must be cannot), slang or abbreviations.
6. Try to avoid using, *The following essay will...* and *In conclusion...*
7. Avoid using *etc...* If you have something to say, say it.
8. Vary your vocabulary and avoid redundant wording (saying the same thing over and over again) Use correct historical terms.
9. Avoid short, choppy sentences and long awkward sentences.
10. Number all pages in the top right hand corner; begin on and with page 1. Type your last name next to the page number on every page (Ryan1). See sample below.
11. Instead of a title page – write and double-space your name, teacher’s name, course and date at the top of the page on the left hand side. See sample below.
12. Provide an effective title for your essay. The title is centered on the first page. Do not bold, italicize, nor underline the title. Double space and begin your essay. See sample below.
13. Avoid making sweeping statements and generalizations. Your opinions and arguments must be supported by evidence (detailed facts and examples).
14. Use quotation marks when including exact words from your research and set up quotes rather than just inserting them in your essay. Ex/ According to Descartes, “I think therefore I am” (Smith 44).
15. You must include in-text citations for all quotes and paraphrasing, as well as, a Works Cited page – MLA Style.

### Sample MLA First Page

		King1
		<i>Last name and page#</i>
Robyn King	<i>Your name</i>	
Mrs. Ryan	<i>Teacher’s name</i>	
History 10	<i>Course</i>	<i>**All lines are double-spaced</i>
March 11, 2011	<i>Date</i>	
	History Does Not Repeat, It Rhymes	
	<i>Title</i>	
	Begin essay...	

