FORMAT AND CITATIONS

BASIC FORMAT – A JAZZY SIMPLICITY

❖ 1-inch margins; Times New Roman; 12 pt. font; double-spaced; last name and page number in top right header

❖ Title page with title in all caps and name, professor’s name, subject, and date further down the page.

❖ Introduction, Body paragraphs, (sometimes notes page, depending on format), and references page

BASIC CITATIONS – TWO TYPES

Author-Date:
Uses the author’s last name, the date of publication, and any possible page numbers in parentheses after each quote/paraphrase and before the period. Ex: (Smith 1992, 142).

Documentary-Note:
Uses footnotes to cite in either the footer of the page or on a notes page right before the bibliography. Ex: 53. Storr, 183.

Ibid. is used to repeat a previous notation.

BASIC REFERENCES PAGE

The bibliography at the end contains information on all of the sources used in the essay. The citation type depends on the source. See the link for specific examples to copy.

Created by Katy Pleake, 2/17

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