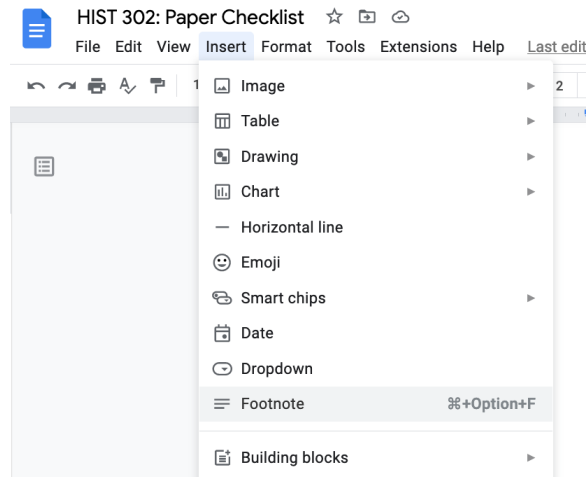


# PAPER CHECKLIST

- Your paper should be fifteen (15) pages long
- Use an 11 or 12-point font (roughly what you see here)
- Double-space your writing
- If you have a block quote, make it single spaced, and indent it from the left

This is an example of a block quote. Use block quotes very sparingly. Use it only when the author says something so beautifully that you cannot possibly sum it up in your own words.

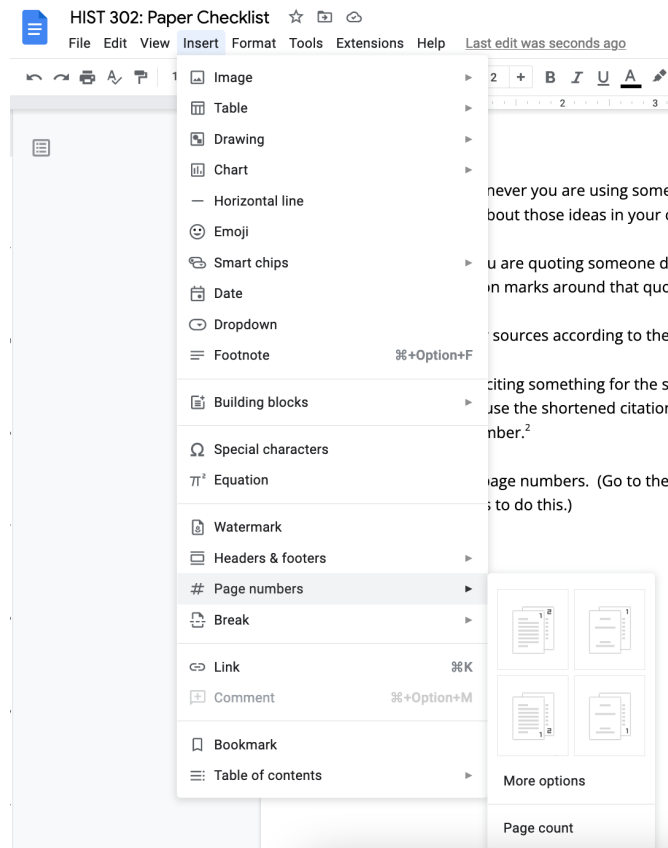
- Use footnotes for your citations (use the footnotes feature under “Insert” on Google Docs or Word)<sup>1</sup>



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<sup>1</sup> A footnote is for citation information, and also a place you can put information that you think it's important for your reader to know, but that doesn't fit within your paper itself. Catherine Denial, "An Essay on Footnotes," in *I Made Up This Book Title*. (Galesburg: Knox College Publishing), 47.

- Cite whenever you are using someone else’s ideas, even if you’re writing about those ideas in your own words
- When you are quoting someone directly, make sure you have “quotation marks around that quote.”
- Cite your sources according to the [Chicago Manual of Style](#)
- If you’re citing something for the second time (or third, or fourth etc.) you can use the shortened citation of the author’s last name and the page number.<sup>2</sup>
- Include page numbers on your paper. (Go to the ‘Insert’ menu and select Page Numbers to do this.)




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<sup>2</sup> Denial, 51.