Writing a formal paper/ Times New Roman 12 pt

1) Title page
   a) The title should be in bold letters, placed in the center of the page.
   b) The title of your paper should be something creative, provide some information as to what your paper will be about, do not just write the name of your historical figure.
   c) For the purpose of this paper: your name, History 1301/ class period, date and teachers name should be placed in the bottom right hand corner of the title page

2) Page numbers
   a) Each page should have the page number displayed on the header (upper right hand corner), except for your title page.
   b) Page 1 should be the page in which your research paper begins, not the title page
   c) Do not write your last name along with the page number

3) Paragraph
   a) A paragraph should be between 5 and 10 sentences long.
   b) All paragraphs must be indented
   c) No additional blank space should be between your paragraphs.

4) Introduction (one paragraph, no more than 1/2 of a page long)
   a) Your introduction provides an insight into what your paper will be about, a brief description on what you will be talking about
   b) Never begin your introduction with a quote! If you must, keep it under five words long.
   c) Your introduction must have a thesis statement, which is arguing the overall point of your paper. (For the purpose of this paper, please bold your thesis statement)

5) Body (1 page in length)
   a) Each paragraph should be between 1/4 to 1/3 a page in length.
   b) The first paragraph in your paper should provide a brief introduction into the person’s life, but stick to the most important details only.
      - Date and place of birth, parents name
      - Growing up factors that contribute to their overall outcome
      - Major achievements
      - Movement that this person impacted
   c) The second paragraph in your body must include information concerning the historical figures Civic Responsibility, and their ability to engage effectively in local, regional, national, and global communities. In addition, it must also connect the historical figures choices, actions, and consequences to ethical decision-making.
   d) The final paragraph in your body should indicate the significance of your historical figure (one paragraph)
- Explain how did this person’s actions change history during their time frame and their impact on present day, where would we be without them today?

6. **Conclusion** (one paragraph, no more than 1/2 a page long)
   a) Your conclusion sums up what your paper was about
   b) Once again, state what your evidence to support your thesis was
   c) And don’t forget to once again, reiterate your thesis statement
      - Your thesis does not have to be in bold lettering in the conclusion, only in the introduction

7. **Bibliography**
   a) Do write Bibliography in bold letters at the top of the page
   b) You must separate your primary and secondary sources.
      - Failure to separate primary and secondary sources will result in no extra credit points for these sources
   c) You must follow Chicago style for citing