

Course Style Sheet

Ole J. Forsberg, Ph.D.
University of Maryland University College

For all assignments not written during class, the following style sheet must be followed. Your grade depends on presentation of ideas, not just the ideas themselves. Make sure your assignments represent what you wish to portray about yourself. I will say this here:

Effort is irrelevant. Product is everything.

Mechanics

- All Margins: 1.00–1.25 in.
- Spacing: 1½ or double-spacing—your choice
- Font: 12 point Times New Roman

Citations and References

- We use *neither* MLA nor AP style; we use Chicago.
- A helpful website for the Chicago style is
<http://umbc.edu/history/students/style.html>
- Inline citations and reference list must be done using Chicago style. If you do not have the latest edition of the Chicago Style Manual (as few in this world do), you may download the relevant parts from the course website.
- Read the ‘Reference Formatting’ link on the course website before handing in your assignments to make sure you cite and reference sources appropriately.
- Remember to cite (and reference) your sources of information, not just your quotations. Failure to do so is considered plagiarism and will result in penalties ranging from a zero on the assignment to failure in the course – at the professor’s discretion.
- Review the section in the syllabus regarding plagiarism; it may save your grade.

Headers

- First page: Full name in the upper-right corner, Assignment title beneath that, Date assignment done beneath that.

Headings

- First-level headings are base font, **bolded**.
- Second-level headings are base font, *italicized*.
- Both of these two are on a separate line.

Miscellaneous

- For multi-page papers, make sure you *staple* it together.
- If you have a quotation that lasts more than three lines (extended quotation), it needs to be a separate paragraph and flush-left indent by approximately a half inch. No quotation marks are used, and the citation goes *outside* the closing punctuation.
- For normal quotations, closing quotation marks precede the citation and the citation precedes the closing punctuation.
- You may print front-to-back if you wish, especially if you want to kill as few trees as possible.

General Caveats

- Proofread the paper at least twice. Have someone else proofread the paper. When you proofread the paper, make sure what you wrote makes logical and grammatical sense. Specifically, watch the logic, the spelling, and the grammar. Read what you wrote, not what you intended to write, as I will be grading what you wrote.
- Always make sure your assertions are backed up with cited facts.
- In this course, ‘United States’ is a *singular* noun, as is ‘United Nations’. ‘US’ and ‘UN’ are adjectives. Treat them as such in your writing.
- Beware of dangling (and unnecessary) prepositions. Avoid unnecessary adjectives and adverbs. In general, avoid unnecessary words.
- Use the active voice when writing.
- Do not procrastinate. Doing so limits your ability to follow these warnings.

Honor Code

- You are responsible for upholding the honor code for the University of Maryland University College.

Some Helpful Books

- These books are available in the library. All college students should have a copy of either Chicago or Strunk (or both), as both are invariably helpful in writing better.

Chicago Manual of Style (15th edition). Call Number: Z253 .U69 2003

The Elements of Style, William Strunk, Jr. Call Number: PE1408 .S772