

Explanations for Circled #s – Also Grading Checklist for the 2nd Part

①	<p>Use the preformatted file provided in the course. Do not change its margins, font, or spacing between lines.</p> <p>Replace the XXXs with your last name and the YYYs with your first name on the 1st and 2nd page. Replace the ##:## with the time your class starts. Example: if your class starts at 10:50 AM, replace the ##:## with 10:50.</p>
②	<p>Whatever the title is in the preformatted file do not change it. Do read the title: you are teaching another student essentials of this history using the textbook and the primaries. Try to be simple, organized, and true.</p>
③	<p>You do not have to write using the paragraphs shown in the file, but it is a simple way that works. Do teach change over time in chronological order. In your 1st paragraph, use the 1st primary and the pages from the textbook about that 1st time period. The same principles apply to your 2nd and 3rd paragraph.</p>
④	<p>How footnotes work:</p> <ul style="list-style-type: none"> • <i>Chicago Manual of Style</i> lets you write as you would talk to another person. It makes evidence a) transparent in your writing, but b) always visible on the page if the reader wants it. If readers doubt a fact, they look for the next superscript and then for its footnote. • Tip: If you use rigorous inline citation, <i>Chicago Manual of Style</i> does the same thing transparently and, with Microsoft's footnote tool, citation is fast. Click the mouse on a spot where you would insert inline citation. Click on the Microsoft's footnote tool. It automatically creates two things: <ol style="list-style-type: none"> 1. The superscript number (such as ¹) at that spot 2. Its footnote (such as ¹ and a space for you to type the source and its page). <p>If you create more footnotes, it automatically keeps footnotes sequential—essential for the reader to locate proof quickly and for you to finish on time.</p> • A footnote is always after the fact(s) you used. • A footnote states the name of the source and the exact, single page number where the reader can find the proof for what you stated. In this course, we used <i>Chicago's</i> simple, short version of footnotes. <p>Tip: A demo shows you how to do the 2nd Part easily so you know you understand footnotes before you write the paper using those footnotes.</p> • Reminders from the Evidence Quizzes: Footnotes are not just required for quotations, but for facts in your own words. In this class, footnotes are required for so-called common knowledge. • Footnotes let you show readers whatever your evidence is. If you had 3 sentences in one paragraph: <ul style="list-style-type: none"> • All from 1 page of the source, you have 1 footnote after the last word in the paragraph. • Each from a different page or source, you have 3 footnotes, with each after its fact.
⑤ and ⑥	<p>If you had 3 examples that prove your statement with each from different pages of the textbook, you can state briefly each example and use 3 footnotes in 1 sentence. See the example at callout ⑤ and ⑥.</p>
⑦	<p>The preformatted file has a Bibliography at the top of the 2nd page. It is required to use shortened footnotes so do not remove it. It also has WCJC's explanation of personal responsibility that you must sign.</p>