

## Explanations for Circled #s – Also Grading Checklist for the 2<sup>nd</sup> Part

①	<p>Use the preformatted file provided in the course. Do <b>not</b> change its margins, font, or spacing between lines.</p> <p>Replace the XXXXs with your last name and the YYYYs with your first name on the <b>1st</b> and <b>2<sup>nd</sup></b> 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 <b>not</b> change it. Do read the title: you are <b>teaching</b> 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 1<sup>st</sup> paragraph, use the 1st primary and the pages from the textbook about that 1<sup>st</sup> time period. The same principles apply to your 2<sup>nd</sup> and 3<sup>rd</sup> paragraph.</p>
④	<p>How footnotes work:</p> <ul style="list-style-type: none"> <li>• <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 <b>on</b> the page <b>if</b> the reader wants it. If readers doubt a fact, they look for the next superscript and then for its footnote.</li> <li>• <b>Tip:</b> 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 <b>automatically</b> creates two things:             <ol style="list-style-type: none"> <li>1. The superscript number (such as <sup>1</sup>) at that spot</li> <li>2. <b>Its</b> footnote (such as <sup>1</sup> and a space for you to type the source and its page).</li> </ol> <p>If you create more footnotes, it <b>automatically</b> keeps footnotes <b>sequential—essential</b> for the reader to locate proof quickly and for you to finish on time.</p> </li> <li>• A footnote is always <b>after</b> the fact(s) you used.</li> <li>• A footnote states the <b>name of the source</b> and the exact, <b>single</b> 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><b>Tip:</b> A demo shows you how to do the 2<sup>nd</sup> Part easily so you know you understand footnotes before you write the paper using those footnotes.</p> </li> <li>• <b>Reminders from the Evidence Quizzes:</b> 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.</li> <li>• Footnotes let you <b>show</b> readers <b>whatever</b> your evidence is. If you had 3 sentences in one paragraph:             <ul style="list-style-type: none"> <li>• All from 1 page of the source, you have 1 footnote <b>after</b> the last word in the paragraph.</li> <li>• Each from a different page or source, you have 3 footnotes, with each <b>after</b> its fact.</li> </ul> </li> </ul>
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 2<sup>nd</sup> 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>