Guidelines for formatting and submitting final papers

Please take care to follow these guidelines before you submit your final papers for this class:

1. Print out your paper on 8.5 x 11 inch paper using black ink.

2. Use Times New Roman or Times fonts only.

3. Number your pages.

4. Staple your paper.

5. Use 1-inch margins on all sides.

6. A title page is not necessary. Instead, list your name and the course number at the top of the first page of your paper only and give your paper a title.

7. Use footnotes (not endnotes) in Chicago style (see below).

8. Include a bibliography in Chicago style (see below).

9. Include images and artist/title/date captions for all works of art that you reference in the paper (color printing is not necessary).

10. Titles of books, journals, and artworks are in *italics*. Titles of articles are in “quotation marks.”

11. For each work of art that you reference in your paper, please provide the year it was made in parentheses.

12. Submit your paper in my faculty mailbox by the due date listed on the syllabus.

Consult this link for a quick reference for using the Chicago style for citations:
http://www.chicagomanualofstyle.org/tools_citationguide.html

Take advantage of one-on-one consultations through the Writing Center as you write:
http://dornsife.usc.edu/writingcenter/