**Formatting:**

* Check that your spacing is consistent between lines (double space everything)
* Triple check that your pagination is in the same font as the rest of your paper
* Your date should be formatted: day month year (ex. 22 May 2021)

**Mechanics:**

* Write everything in third person (there should be no “I” statements or use of “you”)
* Spell out numbers that are less than 100 (except for dates)
  + “Seven years later,” is correct; “7 years later,” is incorrect
  + 44 BC is correct
* Do not use contractions!
* Use commas between independent clauses joined by a coordinating conjunction
  + Ex. “Antony thought that Cleopatra was dead, so he decided to kill himself.”
* Use commas after dependent clauses
  + Ex. “Following the Battle of Actium, Octavian was the main power in Rome.”
* Be sure that your periods go inside quotation marks, unless it is right before a citation
  + Ex. See above
  + Ex. “Following the Battle of Actium, Octavian was the main power in Rome” (Fraser 184).
* Be consistent with tense: almost everything will be in past tense since you are describing history. The only exception would be if you are quoting something that happens in a book (ex. “In his *Republic*, Plato describes his understanding of the ideal society.”)
* Use dashes (—) instead of hyphens (-)
* Check for sentence fragments (reading through the paper aloud helps with this)

**Citation:**

* Include a hanging indent on works cited page entries
* Check to be sure that there is a space between your in-text citations and the word prior
  + As a result, Brutus decided to assassinate Caesar (Fraser 102).
* Be sure that your works cited page is on a separate sheet of paper, without a header, and with a pagination that continues the numbering from the rest of the paper
* Every time that you bring up a new piece of information from a source, cite it
* Put quotation marks around text that you copy word-for-word from a source and cite it