

Setup for a Chicago Paper

General Formatting

- On PAGE LAYOUT ribbon, Margins should be set to 1” Normal
- On HOME ribbon, Font should be set to standard acceptable font such as Times New Roman 12
- On the HOME ribbon, open the Paragraph dialogue box using small arrow in the lower right of Paragraph section
- Line Spacing should be double
- BEFORE and AFTER spacing should be 0pt
- Bibliography should have Hanging indent of 0.5”

The image shows a screenshot of the Microsoft Word interface with the Paragraph dialog box open. The dialog box is divided into two tabs: "Indents and Spacing" and "Line and Page Breaks". The "Indents and Spacing" tab is active. The "General" section shows "Alignment" set to "Left" and "Outline level" set to "Body Text". The "Indentation" section shows "Left" and "Right" indents set to "0\"", and "Special" set to "(none)". The "Spacing" section shows "Before" and "After" spacing set to "0 pt", and "Line spacing" set to "Double". The "Preview" section shows a preview of the text with the applied formatting. Annotations with arrows point to specific settings: "Set the font type and size here" points to the font and size dropdowns in the ribbon; "Adjust the Before & After spacing to 0 pt" points to the "Before" and "After" spacing fields; "Set the Line spacing to Double" points to the "Line spacing" dropdown; "Opens up the Paragraph dialog box" points to the Paragraph icon in the ribbon; and "Use 'Hanging' 0.5 for Works Cited/References entries" points to the "Special" dropdown.

Set the font type and size here

Adjust the Before & After spacing to 0 pt

Set the Line spacing to Double

Opens up the Paragraph dialog box

Use "Hanging" 0.5 for Works Cited/References entries

Title Page

- Press CTRL + E to center the text
- Press ENTER five times
- Type the full title. Press ENTER eight times
- Type in your name. Press ENTER six times
- Type in the Course Number. Press ENTER one time
- Type in the Instructor's name. Press ENTER one time
- Type in the Date
- Press CTRL + ENTER to go to next page

The Massacre at For Pillow:
Holding Nathan Bedford Forrest Accountable

Ned Bishop

History 214|
Professor ~~Citro~~
March 22, 2008

Pagination

- Number all pages except title page in upper right corner
- Click on INSERT > PAGE NUMBER > TOP OF PAGE > PLAIN NUMBER 3
- Check box for DIFFERENT FIRST PAGE
- In Header space of second page, type last name and one space of spacebar
- Click on CLOSE HEADER & FOOTER

Document3 - Word

MAILINGS REVIEW VIEW **HEADER & FOOTER TOOLS** DESIGN

Navigation: Previous, Next, Link to Previous

Options: Different First Page, Different Odd & Even Pages, Show Document Text

Position: Header from Top: 0.5", Footer from Bottom: 0.5", Insert Alignment Tab

Close Header and Footer

1 2 3 4 5 6 7

First Page Footer

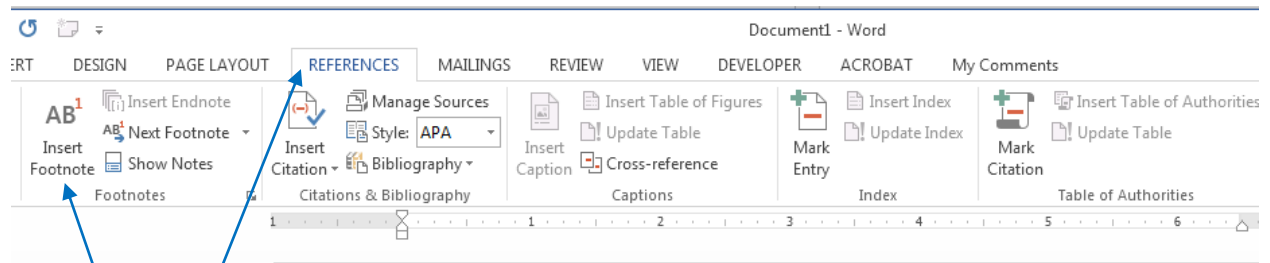
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Header

Although Northern newspapers of the time no doubt exaggerated some of the Confederate atrocities at Fort Pillow, most modern sources agree that a massacre of Union troops took place there on April 12, 1864. It seems clear that Union soldiers, particularly black soldiers, were killed after they had stopped fighting or had surrendered or were being held prisoner. Less clear is, the role played by Major General Nathan Bedford Forrest in leading his troops. Although we will never know whether Forrest directly ordered the massacre, evidence suggests that he was responsible for it.

Adding Footnotes

- Place your cursor next to the text or punctuation mark where you would like the footnote to appear
- Click on REFERENCES and select INSERT FOOTNOTE.
- The cursor will move to the bottom of the page with a number beneath a line indicating the separation of essay text and footnote. Type in the necessary information for your source and then move the cursor in front of the number and press the Tab button to indent the first line of the footnote



Fort Pillow, Tennessee, which sat on a bluff overlooking the Mississippi River, had been held by the Union for two years. It was garrisoned by 580 men, 292 of them from United States Colored Heavy and Light Artillery regiments, 285 from the white Thirteenth Tennessee Cavalry. Nathan Bedford Forrest commanded about 1,500 men.¹

¹ John Cimprich and Robert C. Mainfort Jr., eds., "Fort Pillow Revisited: New Evidence about an Old Controversy," *Civil War History* 28, no. 4 (1982): 293-94.]

Bibliography Page

- Bibliography heading is centered at the top of the page
- Sources should be alphabetized by author's last name or by title if no author is given
- Individual sources are single-spaced with double-spacing between sources
- Apply a hanging indent of ½"

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Bibliography

Castel, Albert. "The Fort Pillow Massacre: A Fresh Examination of the Evidence." *Civil War History* 4, no. 1 (1958): 37-50.

Cimprich, John, and Robert C. Mainfort Jr., eds. "Fort Pillow Revisited: New Evidence about an Old Controversy." *Civil War History* 28, no. 4 (1982): 293-306.]