“Title of Your Essay: In Which the Post-Colon Subtitle is Optional”
Your full name, as you want to be known

Abstract: Your abstract of your essay, for the final draft, 100-200 words.

The body of your text, double-spaced, in any appropriate, readable font, about the size of Times 12 point (but this is Garamond 12).\(^1\) Serifed fonts—e.g., Garamond, with the little tails on the ends of letters—evolved from traditional typefaces and are generally considered easier to read in print, the tails helping the eye connect the letters. Sans-serifed fonts—e.g., Avenir Book, without the little tails—were developed for computers due to low-res pixilation of early screens. They are generally easier to read on screen than serifed fonts, but not always. Choose a font that you like, one that is readable and feels appropriate for the writing situation. For example, you never want to use **Comics Sans**. Ever.\(^2\) Especially when writing about comic books (it’s a stale joke).

Advanced footnote options: If you use the same source more than once in a paragraph, you can wait to cite it after you are done with it in that paragraph. Cite all the pages you used in the order you used them, even if out of numerical order. You can also save up all your citations in a paragraph and put them in one single note at the end of the paragraph. List the citations in the order you used them in your paragraph (as closely as possible). For example, if in this paragraph I use Trouillot page 71, then Sonthinax page 22, then L’Ouverture page 44, and then Trouillot pages 13-14, I would cite in the order that appears below (but I would use full citations if these were first uses).\(^3\)

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1 Chicago-style footnotes: full citation the first time you use a particular source; short citation whenever you use that source again. See Lipson, *Cite Right*, and my Chicago Citation Tipsheets. You may put footnotes in a different and/or smaller font, if you like (this is Avenir Light 10 point). Do this in the final revision, with CTRL-A inside a note; this will change all notes at the same time. No bibliography.


3 Trouillot, 71, 13-14. Sonthinax, 22. L’Ouverture, 44. Chicago treats footnote citations like sentences, with a period appearing only at the end. So a period will separate each of these citations.
Notice that footnotes also let you add parenthetical or additional commentary outside the flow of your text and yet visible on the page.\(^4\)

The first time you mention each image, cite it fully. Since not all images have titles, it is useful to introduce them with distinguishing characteristics by which you can smoothly reference them later in your paper. For example, I might introduce this image as a daguerreotype Frederick Douglass posed for some time soon after 1847.\(^5\) Word for Mac is terrible at handling images and captions. Try to place the image close to where you discuss it; you may center it like a block quote or wrap text around it (double-click the image > Layout > Advanced for options). Try to insert figure numbers as captions (CTRL-click > Insert Captions… but note my failure here!), and if you succeed, refer to those in your text (e.g., fig. 1). After citing fully once, you don’t need to cite the image again, as long as you refer to it by its figure number and/or defining characteristics each time you refer to it. So, later on, I might say “In contrast to his 1865 and 1867 portraits, the earlier, ca. 1847 portrait (fig. 1) seems to…” Treat images with the same respect as direct quotations: Make sure all images are high-resolution (no pixilation) and large enough for us to read clearly all details relevant to your analysis. As you resize them, grab the corners so you maintain their correct aspect ratio. If you stretch or squish one out of proportion, just delete it and re-insert it. Distorting an image = misquoting.

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\(^4\) See my example with Kadavy above. You can use footnotes for digressions or details that may feel unwarranted in the text but which you feel worth adding as a supplement.