

## Formatting Your Paper

1. Use 8.5 x 11-inch paper (standard).
2. Double space the text, use legible text (preferably Times New Roman).
3. Use 12 pt. size font.
4. Leave one space after periods and punctuation.
5. Margins should only be 1 inch apart on ALL sides.
6. First lines of paragraphs should be indented by 1 tab key to the right (or 5 spaces to the right).
7. Number your pages on the top right of each page.
8. Use italics for the titles of longer works (such as books or long articles) and when providing emphasis on a word.
9. Use “quotation marks” for the titles of shorter works (such as short articles, essays, or poems).
10. In upper, left corner of the first page, list your: Name, instructor’s name, the course, and the date.
11. Write your title in Title Case, NOT in all capital letters, with no underlining, bold, or italicization.