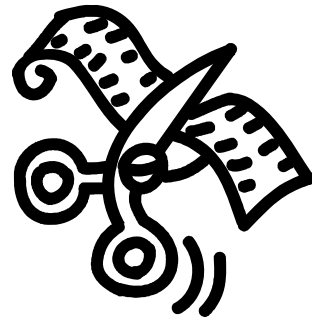


Formatting the Research Paper



To put together a successful research paper, use following the guidelines unless instructed otherwise by your teacher. For a model, consult the sample paper at the back of this guide.

GENERAL GUIDELINES

- Type your paper and print it out on standard-sized paper (8.5 X 11 inches).
- Use a standard, easily readable font (e.g. Times, Geneva, Helvetica) in 12 point.
- Double-space throughout your entire paper.
- Set the margins of your document to 1 inch on all sides.
- Indent paragraphs ½ inch (5 spaces).
- Use either underlining for titles of books or *italics* throughout your paper for highlighting the titles of shorter works.

THE FIRST PAGE OF YOUR PAPER

- Do not make a title page for your paper unless specifically requested.
- Provide a double-spaced entry in the top left corner of the first page that lists **your name, your instructor's name, the course, and the date**.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor or whoever is reading the manuscript may ask that you omit the number on your first page. Always follow their guidelines.)
- Center your title on the line below the header with your name, and begin your paper immediately below the title.

WORKS CITED PAGE

- Use a new page.
- Center the title 1 inch from the top of the page.
- Double space throughout.
- Begin each entry at the left margin; if an entry extends to a second line, make sure to indent that line by ½ inch (5 spaces).
- Alphabetize the works cited list by the first word of each entry (usually an author's last name); ignore a, an, and the if the first word.

