

Paper Format

The following format guidelines are based on the *MLA Handbook for Writers of Research Papers*, 6th edition. Additional information regarding effective writing and research papers standards may be found in references such as *Holt Handbook* or *Write Source*.

Paper:

Use white, 8 and 1/2-by-11-inch paper.

Font:

The paper should be written in a standard font, size 12. Recommendations include: Geneva, Times New Roman, and Helvetica.

Margins and Indentations: Except for page numbers, the text of your paper should be surrounded by a one-inch margin on all four sides (left side, right side, and top and bottom). Paragraphs in the research paper should be indented half an inch from the left margin, while set-off quotations should be indented an inch.

Spacing:

Double-space your text, including your heading, any quotations, and the list of works cited.

Heading and Title:

Type your name, your Advisor's name, and the date on separate, double-spaced lines at the top of the first page, at the left-hand margin. Centered under this information and above your first paragraph should be your title; *there is no need for a title page on your research paper*.

Page Numbers:

The pages of your manuscript (including the first page) should be numbered consecutively in the upper right-hand corner of each page, one half inch from the top. Type your last name before the page number. Most word processing programs provide for a "running head," which you can set up as you create the format for the paper, at the same time you are establishing things like the one-inch margins and the double-spacing. This convenient feature simplifies the page numbering process, allowing you to set up consistently formatted page numbers. Make sure the page-number is always an inch from the right-hand edge of the paper (flush with the right-hand margin of your text) and that there is a double-space between

the page number and the top line of text. Do not use the abbreviation *p.* or any other mark before the page number.

Tables and Figures:

Tables should be labeled "Table" and given an Arabic numeral above the table's title. The table should appear below the title and above the caption (with those words flush to the left-hand margin). Other material such as photographs, images, charts, and line drawings should be labeled "Figure" and be properly numbered and captioned. The label and the caption appear below such illustrative material.

Binding:

A simple staple in the upper left-hand corner of your paper should suffice. Your teachers may have their own rules about binders, and you should consult with them.