

CAPITALIZE KEY WORDS

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Guidelines for Written Papers

MARGIN 1 1/2"



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Indent all paragraphs five spaces, please (one tab, usually). Paragraph indents make it easier for your reader to scan quickly for main ideas. Use 11 or 12 point font. This is eleven point. Double space your papers, and use only one side of the paper. This paper is double spaced using Times font.

Leave margins along the side of the paper, as in this paper. Margins are about 1 1/2 inches on the left and 1 inch on the right. (I have no idea about centimeters.) This is so that I can make comments. Don't leave white spaces between paragraphs.

Please LEFT justify your text. If you justify both right and left, it is difficult to read. Notice:

If you justify both the right and the left, it is difficult to read (like this paragraph is). This is because in order to have the two margins come out straight, the computer does not space evenly. Newspapers compensate for this in, but computers can't.

Number your pages. Put the number in the upper right hand corner. The first page does not need to be numbered but all subsequent pages do. Proofread your papers. Use your spell check but also check with your eyes. If you don't, you may turn in a paper with errors the spell check can't catch.