GENERAL FORMATTING

- **Font**: 11 pt. font that is plain and easy to read, Times New Roman, Helvetica, Courier, or Garamond (p. 11)
- **Margins**: 1.5” inch all around (p. 11)
- **Pagination**: upper right hand corner. No page number should appear on the title page or the first page of the text; however, the title page is considered page 1 (p. 11)
- **Character Spacing**: one space after final punctuation of a sentence (p. 16)

TITLE PAGE

- **Content**: On separate lines include: title of paper, the author’s name, and college or university. Center all lines (p. 11)
- **Title**: Should be descriptive but no more than 12 words in length (p. 10)

ABSTRACT

- **Title**: center “Abstract” near the top of the paper and bold; underneath this, center the title of the paper (p. 11)
- **Paragraph**: not indented; one paragraph only! (p. 11)
- **Word Limit**: no more than 150 words
- **Purpose**: precisely states the paper’s topic, research and analysis methods, and results and conclusions (p. 11)

BODY

- **Headings**: Primary: **bold**, centered; Secondary: **bold**, flush left; Tertiary: Underlined, flush left and followed immediately by a period and then the first line of your text. All 3 use headline style capitalization (p. 12)

CITATIONS (FOOTNOTES)

- **Citation from a book, 1 author**: (Last name year, #) (Smith 2018, 21) (p. 17, 19)
- **Citations from a book, 2 authors**: (Last name 1 and Last name 2 year, #) (Smith and Jones 2013, 54) (p. 17-18)
- **Block quotes**: (for direct quotes of +5 lines) indent ½” on left; no quotation marks; final punctuation goes before in-text citation, which should appear at the end of the block quote with no punctuation after (p. 711-12, CMS)

REFERENCE PAGE

- **Indent**: Hanging, ½” (p. 24)
- **Title**: References (centered, bolded) (p. 24)
- **Order**: Alphabetical by author; use title of work if same author (p. 24)
- **Spacing**: Everything double-spaced (including references themselves) (p. 24)
- **Titles**: Use headline style capitalization (p. 25)
- **Italics**: Titles of books and journals (p. 25-26)
- **Classical Texts**: Bible does not appear in Bibliography (p. 27-28)
- **Reference Entry for book**: Last name, First name. Year. *Title*. Place of publication: Publisher. (p. 24)