


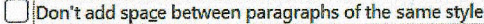
How To Format a Research Paper

1. What should be included in your research paper?

- ☐ Title page
- ☐ Blank page or Pledge page
- ☐ Outline
- ☐ Body of the paper
- ☐ Works Cited





Note: The following pages tell you how to format each part.

2. What are the general guidelines?

- a. Use 8 ½ x11 inch white paper
- b. Use Times New Roman font
- c. Use standard font size, 12 pt.
- d. Use 1-inch margins
- e. Double space the body of your paper
- f. Eliminate extra space between paragraphs. To do this go to home > click  > uncheck this box so that it shows like this ☐ 

Also change the settings to:

Spacing

Before:	0 pt	 
After:	0 pt	 


Note: The following pages tell you how to format each part.

Note: Formatting page numbers can be a challenge since you need to use Roman numerals on the pages prior to the body of the paper and then switch to Arabic numerals. See the last page for instructions on how to format the page numbers! It can be done but you must follow the instructions!

Sample Title Page

2 inches

TITLE

A vertical double-headed arrow indicates a 2-inch distance from the top edge of the page to the word "TITLE".

Instructions:

1. Center everything on the page.
2. Maintain a 2-inch margin at the top and bottom of the page and a 1-inch margin at the sides.
3. Type the entire title in uppercase letters.
4. If the title is longer than 48 spaces, type it in two or more double-spaced lines in inverted pyramid style.
5. Follow your teacher's instructions for the placement of your name, the date, and other information.
6. Although this page is counted in the pagination of the front matter (page i), the page number is *not typed* on the page.

YOUR NAME
DATE
TEACHER'S NAME
CLASS

2 inches

A vertical double-headed arrow indicates a 2-inch distance from the bottom edge of the page to the student information.

Sample Pledge Page

In this paper, every OPINION from someone else has been acknowledged in a parenthetical citation. I realize that the mere presence of a parenthetical citation does not avoid plagiarism. If I have used the exact words, phrases, clauses, or sentences of someone else, I have enclosed that information in quotation marks. If I have summarized the opinions of someone else, I have not enclosed the summary in quotation marks; but I have stated those opinions in my own words. I have also introduced the summary and used a parenthetical citation to acknowledge the source.

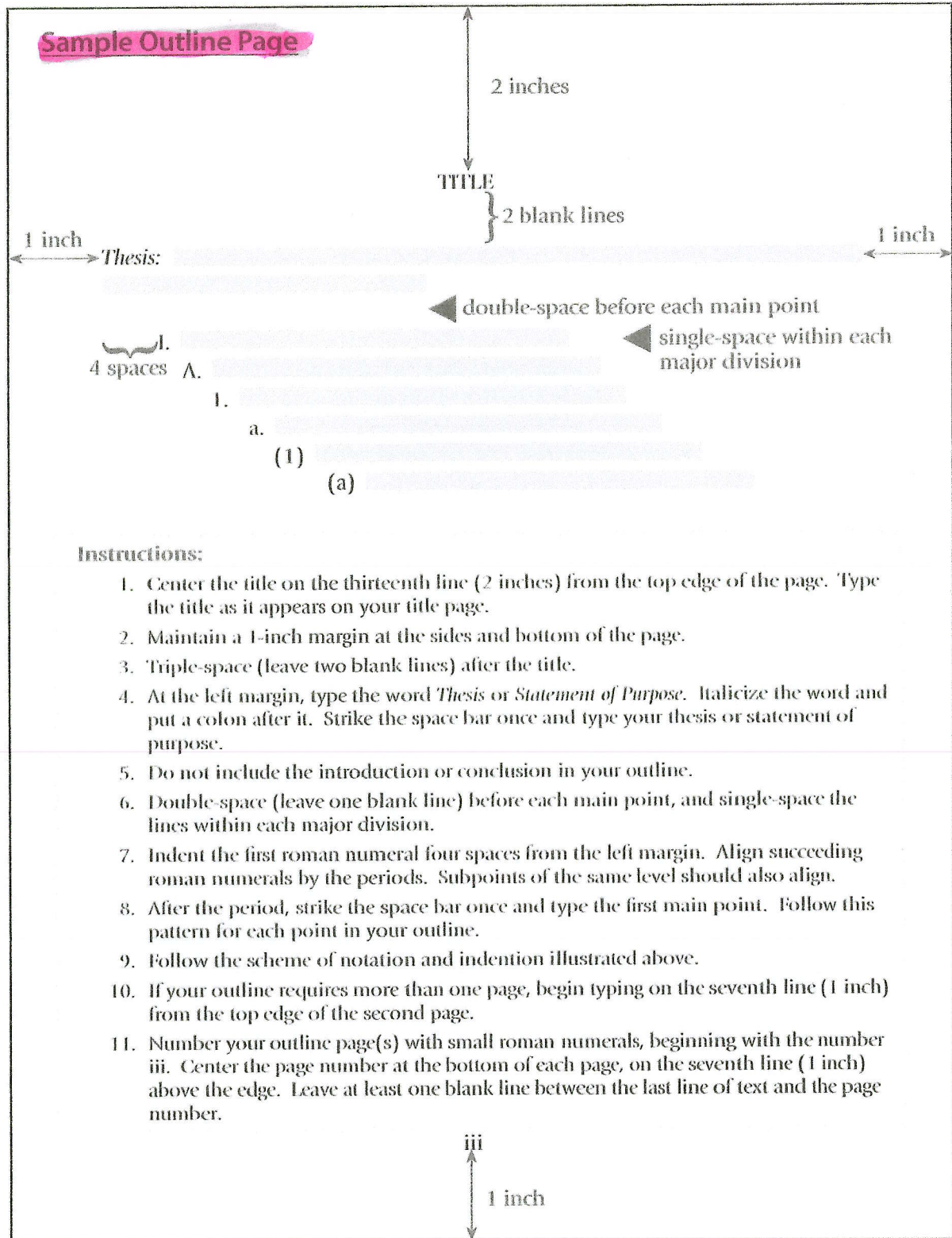
← 1 inch → ALL FACTUAL INFORMATION (common knowledge or uncontested knowledge), though not credited with a parenthetical citation, has been stated in my sentence structure. I have not used anyone else's organization of the factual information. ← 1 inch →

Signed: _____

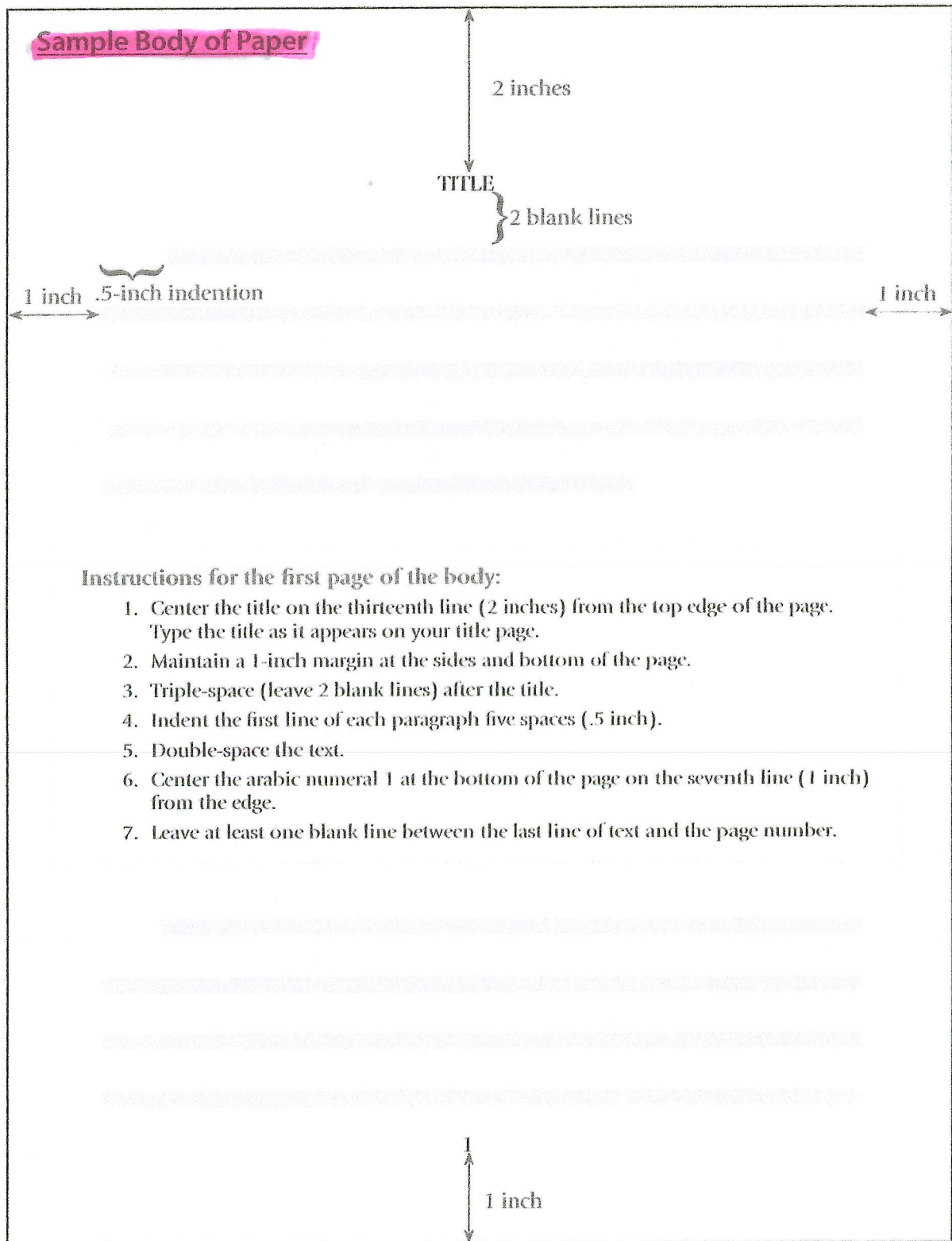
Instructions:

1. A blank page is sometimes included to prevent the text of the following page from showing through the title page.
2. This page is counted in the pagination of the front matter (page ii), but the page number does not appear.
3. Your teacher may wish to have you sign a pledge stating that you have avoided plagiarism in your paper. Center this pledge on your blank page as shown above.

Sample Outline Page



Sample Body of Paper



Instructions for the first page of the body:

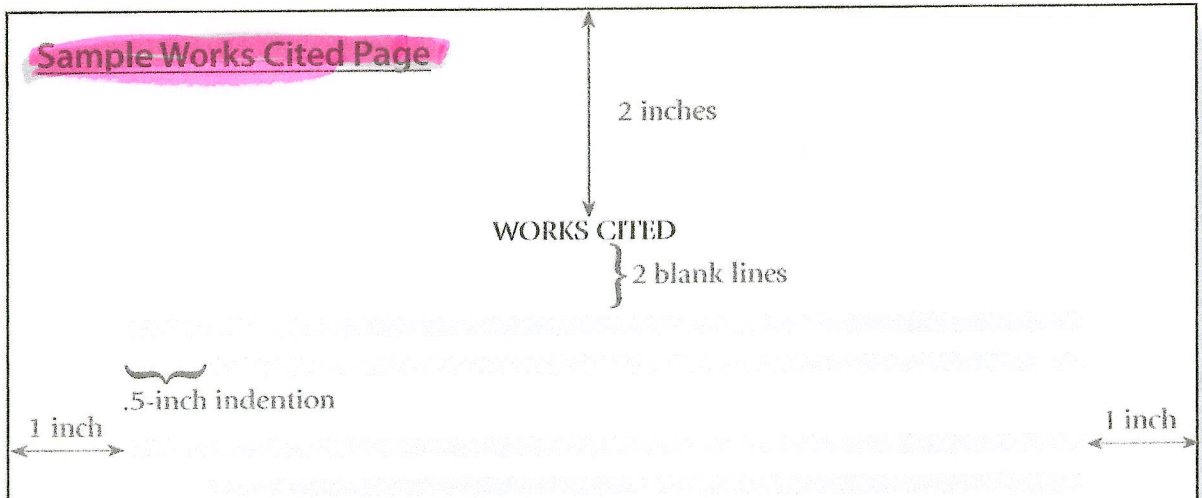
1. Center the title on the thirteenth line (2 inches) from the top edge of the page. Type the title as it appears on your title page.
2. Maintain a 1-inch margin at the sides and bottom of the page.
3. Triple-space (leave 2 blank lines) after the title.
4. Indent the first line of each paragraph five spaces (.5 inch).
5. Double-space the text.
6. Center the arabic numeral 1 at the bottom of the page on the seventh line (1 inch) from the edge.
7. Leave at least one blank line between the last line of text and the page number.



Instructions for succeeding pages of the body:

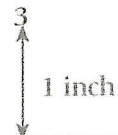
1. Center the arabic numeral (2, 3, 4, etc.) at the top of the page on the seventh line (1 inch) from the top edge.
2. Leave one blank line between the page number and the first line of the text.
3. All other instructions are the same as for the first page of the body.

Sample Works Cited Page



Instructions:

1. The WORKS CITED page contains an alphabetical list of all the sources you cited in your paper.
2. Arrange the bibliography cards for these sources in alphabetical order according to the first word that appears on the card. (This is usually the author's last name or the first word of a title.) When alphabetizing your cards, ignore *a*, *an*, or *the* at the beginning of a title.
3. If you prepared your bibliography cards correctly, you can now simply type your list directly from the cards. If you are not sure of any of the information on a card, you must go back to the source and check it.
4. Center the heading WORKS CITED on the thirteenth line (2 inches) from the top edge of the page.
5. Triple-space after the heading.
6. Single-space each entry, but double-space between entries.
7. Begin the first line of each entry at the left margin; indent runover lines five spaces (.5 inch).
8. Center the page number (an arabic numeral) on the seventh line (1 inch) above the bottom edge of the page. The numbering continues from the preceding pages of the paper.
9. For any succeeding pages, center the page number on the seventh line (1 inch) from the top edge of the page. Leave one blank line between the page number and the first line of the text.



Directions for formatting page numbers

1. What are the requirements?

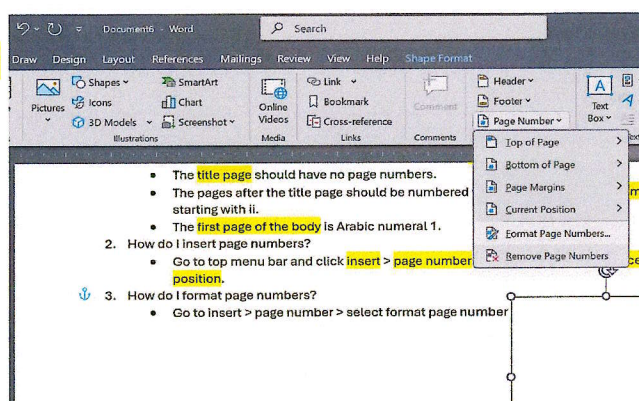
- Except for the title page and the pledge page, page numbers should be centered at the bottom of each page.
- The title page and the pledge page should have no page numbers.
- The pages after the title page should be numbered with lower case Roman Numerals starting with iii.
- The first page of the body is Arabic numeral 1.

2. How do I insert page numbers?

- Go to top menu bar and click insert > page number > bottom of page > center position.

3. How do I format page numbers?

- insert > page number > format page number



4. How do I transition from Roman Numeral page numbers to Arabic Numerals?

- You must use the desktop Word app for this.
- On the final page before beginning your body.
- Go to layout > breaks>
- Under section breaks select next page
- This provides a new section.
- Set margins and page numbers for the body.

