

Typing Instructions

A complete research paper includes:

1. Manuscript with in-text citations
2. Works Cited page

ALL pages are double-spaced! The entire paper should be typed in Times New Roman 12 point font!

Set the computer to double spacing BEFORE you begin to type!

To set the computer to DS, click on **format**, then on **paragraph** to select **line spacing**.

The research paper uses standard MS Word margins which are:

Top/Bottom = 1 inch, Left/Right = 1 inch

To change your margins click on **file**, then click on **page setup**. The margin size may be changed using the arrows next to the measurement.

In order to keep the computer from formatting the hyperlinks, turn off the Auto format option before beginning to type. This can be done by clicking on **format**, then on **Autoformat**. After this, you will most likely have to select **options** and choose which items you do not want formatted automatically.

Save the entire paper as one document. Type the works cited page last in order for it to be numbered correctly.

MANUSCRIPT

The manuscript is double spaced, including between paragraphs. (There should not be any extra spaces between paragraphs, so only **hit enter once**.)

Your personal information goes on the left side of the first page of the paper, 1 inch from the top and left. The format is as follows:

First M. Last

Teacher Name

Class

Day Month Year

Hit enter once and then type your title centered on the page. **Reminder:** The title is never underlined, in italics, or in all capital letters.

After typing the title, hit enter **once**, hit **“Tab” once** and begin the introduction to the paper. The introduction must include the **thesis in the first paragraph**. It does not have to be the first sentence, but it must be in the first paragraph of the manuscript.

Beginning with page 1, all succeeding pages are numbered. Placement should be in the right corner of the header ½ inch from the margin. Select **view**. Then select **Header and Footer**. Click on the button that has the pound or number symbol (#). Type your last name in front of the page number and tab the entire header over to the right of the page.

IN-TEXT CITATIONS

Citations are required for any idea borrowed from an authority. If the idea is taken word for word, it must be enclosed by quotation marks.

Unless: Long quotations of 5 lines or more are indented 2 “Tabs” from the left. No quotation marks are used. Maintain double spacing.

Short quotations of 4 lines or less are placed right within the text using quotation marks to set them apart.

In-text Citations

An in-text citation traditionally includes the first key word of the works cited entry and the page number(s).

If the authority’s name has already been mentioned in the paragraph, then the in-text citation need only include page number(s) or identifiable source reference.

If the same source is used in sequence, only the page number is needed.

Remember, to avoid plagiarism, ideas discussed in each paragraph of the body must be documented.

WORKS CITED

This page is also numbered. It is the last page of the research paper. The Works Cited page gives credit to the sources used and cited in the research paper.

Works Cited is centered on line 1. *No other portions of the page are centered.*

Hit **enter once** and type the first entry.

Alphabetize each entry according to the first major word of the entry.

(Do not number the entries)

Each succeeding line of the entry must be indented one “Tab”.