

## Paper Format and Structure

Authors may submit their paper in any scholarly format or layout that suits them best. Manuscripts may contain a single or multiple files. While there are no strict formatting requirements, all supplied manuscripts must contain the essential elements for evaluation: abstract, references and figures/tables (if applicable). A general

### Order of Sections

1. Title page including Title, Author, Abstract, University and Department, Class, and Date
2. Body (including introduction, literature review or background, discussion, and conclusion)
3. References
4. Appendices (including tables & figures)

### Margins & Page Numbers

- 1 inch at top, bottom, and both sides
- Left aligned paragraphs and leave the right edge ragged (not "right justified")
- Indent first line of each paragraph 1/2 inch from left margin
- Use page numbers, including on the title page, 1/2 inch from top and flush with right margin

### Text Format

- Use one of these highly readable fonts:
  - Times New Roman, 12 point
  - Calibri, 11 point
  - Arial, 11 point
  - Lucinda Sans Unicode, 10 point
  - Georgia, 11 point
- Double-space and align text to the left
- Use active voice
- Don't overuse technical jargon
- No periods after a web address or DOI in the References list.

### Tables and Figures In-Text

- Label tables and figures numerically (ex. Table 1)
- Give each table column a heading and use separating lines only when necessary
- Design the table and figure so that it can be understood on its own, i.e. it does not require reference to the surrounding text to understand it
- Notes go below tables and figures

### Title Page

- Include the title, your name, the class name, and the college's name
- Title should be 12 words or less and summarize the paper's main idea

- No periods or abbreviations
- Do not italicize or underline
- No quotation marks, all capital letters, or bold
- Center horizontally in upper half of the page

## Body

- Align the text to the left with a 1/2-inch left indent on the first line
- Double-space
- As long as there is no Abstract, at the top of the first page, type the title of the paper, centered, in **bold**, and in Sentence Case Capitalization
- Usually, include sections like these: introduction, literature review or background, discussion, and conclusion -- but the specific organization will depend on the paper type
- Spell out long organization names and add the abbreviation in parenthesis, then just use the abbreviation
- Spell out numbers one through nine and use a number for 10 or more
- Use a number for units of measurement, in tables, to represent statistical or math functions, and dates or times

## Headings

- Level 1: Center, **bold**, Title Case
- Level 2: Align left, **bold**, Title Case
- Level 3: Align left, ***bold italics***, Title Case
- Level 4: Indented 1/2", **bold**, Title Case, end with a period. Follow with text.

- Level 5: Indented 1/2", ***bold italics***, Title Case, end with a period. Follow with text.

#### Quotations

- Include short quotations (40 words or less) in-text with quotation marks
- For quotes more than 40 words, indent the entire quote a half inch from the left margin and double-space it with no quotation marks
- When quoting two or more paragraphs from an original source, indent the first line of each paragraph a half inch from the left margin
- Use ellipsis (...) when omitting sections from a quote and use four periods (....) if omitting the end section of a quote

#### References

### **Level 1 Heading**

Text begins here.

### **Level 2 Heading**

Text begins here.

### ***Level 3 Heading***

Text begins here.

**Level 4 Heading.** Text begins on the same line.

***Level 5 Heading.*** Text begins on the same line.

Begins on a new page following the text of your paper and includes complete citations for the resources you've used in your writing.

- **References** should be centered and bolded at the top of a new page
- Double-space and use hanging indents (where the first line is on the left margin and the following lines are indented a half inch from the left)
- List authors' last name first followed by the first and middle initials (ex. Skinner, B. F.)
- Alphabetize the list by the first author's last name of each citation
- Capitalize only the first word, the first after a colon or dash, and proper nouns
- Don't capitalize the second word of a hyphenated compound
- No quotation marks around titles of articles

## Appendices with Tables, Figures, & Illustrations

- Include appendices only to help the reader understand, evaluate, or replicate the study or argument
- Put each appendix on a separate page and align left
- For text, do not indent the first paragraph, but do indent the rest
- If you have only one appendix, label it "Appendix"
- If you have two or more appendices, label them "Appendix A", "Appendix B" and so forth as they appear in the body of your paper
- Label tables and figures numerically (ex. Table 1, or Table B1 and Table B2 if Appendix B has two tables) and describe them within the text of the appendix
- Give each table column a heading and use separating lines only when necessary
- Notes go below tables and figures

## Abstract

- Abstract gets its own page
- Center "Abstract" heading and do not indent the first line of the text
- Summarize the main points and purpose of the paper in 150-250 words maximum