

Formatting Your Research Paper:
A "How To" Guide

Part I: The Setup

- Font- Times New Roman
- Size- 12 point
- Spacing- Double spaced (On the home page either click "normal" or select "2.0") ***Do not use the enter key at any point in your paper unless you are moving into a new paragraph and need to begin a new line.***
- Margins- 1 inch
- Title page
 - Title of paper
 - Your name
 - Course number
 - Teacher's name
 - School's name
 - School's location
 - Due date
- Running header and page numbers
 - Click "insert"
 - Click "page number"
 - Click "top of page"
 - Choose "plain number 3" in which only the number appears in the top right hand corner
 - Type your last name before the number so that your header appears as follows: Smith 1
- At the end of your title page click "insert" "page break"
- Title the third page **Table of Contents**
 - Press the enter button once to begin a new line
 - Click "insert" "page break"
- At the top of the fourth page insert the title of your paper again **in bold**
 - Below your title press "enter a few times to leave yourself some space, then insert the following headers in bold in the middle of your page: **Career Research, College Research, and Findings**
 - Press the enter button once to begin a new line
 - Click "insert" "page break"
- Title the fifth page **Works Cited**
 - Press the enter button once to begin a new line
 - Click "insert" "page break"
- Title the sixth page **Appendices**