

## Guidelines for Manuscript Form: Research Papers

### Microsoft Office Word 2007 and Word 2013

1. **General guidelines/type of paper.** Type or word-process your paper. Use 12 point Times New Roman font. Use high-quality white, unlined 8½ X 11 paper.
2. **Margins.** Use one-inch margins at the top, sides, and bottom of each page.
  - Go to the **Page Layout** tab.
  - From there, click on the drop down arrow on the **Margins** button.
  - Select the correct setting (Normal - 1" all around the page).
3. **Name and page numbers.** Place your last name, a space, and the page number at the top of each page of the paper. The name and page number should appear one-half inch from the top edge of the page, flush with the right-hand margin. Number the pages of the paper and the Works Cited list continuously, using Arabic numerals (1, 2, 3, and so on). Do not precede the page numbers with the word *page* or any abbreviation of it, such as *p.*, or *pg.*
  - Click on the **Insert** tab.
  - Click the drop down arrow on the **Header** button.
  - Select **Edit Header**.
  - Type your last name and a space.
  - Click on **Page Number**.
  - Select **Current Position**.
  - Select **Plain Number**.
  - Click on the **Home** tab.
  - Click on the **Right Alignment** toolbar button.
  - Double-click below the dotted line to close the Header.
4. **Spacing.** Double-space the entire paper, including headings, titles, quotations, and text paragraphs.
  - Click the **Home** tab.
  - Find the line spacing button and hit the drop down arrow.
  - Set to **double spacing (2.0)**.
5. **Heading.** At the left margin of the first page, drop down one inch from the top edge of the sheet and enter, on separate lines, your complete name, your teacher's name, the name of your class, and the complete date in this form: 12 November 2011. This information will be double spaced.
6. **Title.** On the line following the date, **center** the title of your paper. **Use uppercase and lowercase letters**, not all capitals. **Double-space between the date and the title and between the title and the first paragraph of the paper (only one enter, not two).**

7. **Indentations.** Indent the first line of each paragraph in your paper by pressing the **Tab** key on the keyboard once for a half-inch indent.
8. **Quotations.** If the quotation is four lines long or less, put it in quotation marks and place it in the text of your paper.

When a quoted passage is more than four lines long, set it off from the text of your paper. Put a colon after the statement that introduces the quotation. Begin a new line. Indent the entire quotation one-inch (or ten spaces) from the left-hand margin. Double-space the quotation, and do not enclose it in quotation marks.

- ☞ Click on the **Page Layout** tab.
  - ☞ Change the **Left Indent** to 1.
  - ☞ **Type your quotation and press Enter.**
  - ☞ Click on the **Page Layout** tab.
  - ☞ Change the **Left Indent** to 0 and **press Enter.**
  - ☞ Continue typing your paper.
9. **Works Cited list.** The Works Cited page should be separate from the text of the paper.
    - ☞ To start the Works Cited page you must create a page break.
    - ☞ Click on the **Insert** tab.
    - ☞ Click on **Page Break.**
    - ☞ You should be 1-inch from the top edge and ready to type Works Cited.
    - ☞ Works Cited is **not** underlined, written in bold, or enclosed in quotation marks.
    - ☞ Click on the **Home** tab and the **Center** alignment button.
    - ☞ Type the title: Works Cited
    - ☞ Press **enter**
    - ☞ Click on the **Left alignment** button.

**10. Place and spacing of Works Cited entries.** After the title, double-space and begin the first Works Cited entry. Double-space and alphabetize all the Works Cited entries. Entries should be alphabetized by their first words, whether the words are parts of titles or names. If an entry begins with a title, skip any initial article (*a*, *an*, or *the*) when alphabetizing. Begin the first line of each entry at the left margin. Indent subsequent lines of the same entry a half inch. Setting up a **Hanging Indent** will automatically indent subsequent lines.

- ☞ Before you type the first citation, click on the **Home** tab.
- ☞ Double click on the arrow to the right of the word **Paragraph.**
- ☞ Under the **Indentation** section find the drop down text box labeled **Special.**
- ☞ Pull it down and select **Hanging.**
- ☞ Click **OK.**
- ☞ Type your first source card and press Enter before starting the next source card.