| **General Format** | ✅ 1 inch margins (on all 4 sides)  
|                    | ✅ 12 point font (usually Times New Roman or Courier, but 10 point Verdana preferred in my classes)  
|                    | ✅ Double spaced  
|                    | ✅ Left aligned  
|                    | ✅ Paragraphs indented 5 spaces  
|                    | ✅ Page numbers on every page in top right hand corner (use Insert “Page Numbers”)  
|                    | ✅ Running head at the top of every page (Use View “Headers and Footers”)  
|                    | ✅ Use active voice (usually do not use 1st person) |
| **Page Order**     | ✅ Title  
|                    | ✅ Abstract  
|                    | ✅ Body of paper (Introduction, Methods, Results, Conclusion)  
|                    | ✅ References  
|                    | ✅ Appendices  
|                    | ✅ Footnotes (if included)  
|                    | ✅ Tables  
|                    | ✅ Figures |
| **Title Page**     | ✅ This is always page 1  
|                    | ✅ Includes running head, paper title, author, affiliation  
|                    | ✅ Double spaced |
| **Abstract**       | ✅ One paragraph of paper’s highlight  
|                    | ✅ 120 words or less  
|                    | ✅ Heading “Abstract” centered on first line  
|                    | ✅ Body of the abstract in block format (do not indent the first line) |
| **Body**           | ✅ Title of paper centered on first line  
|                    | ✅ Main headings (Introduction, Methods, Results, Conclusion) are centered using Caps/lowercase letters  
|                    | ✅ Subheadings are italicized and left justified using cap/lowercase letters |
| **References Page**| ✅ Begins on a separate page  
|                    | ✅ Heading “References” is centered on first line  
|                    | ✅ Alphabetized list of resources (by first author) |
| **Appendices**     | ✅ Begins on a separate page  
|                    | ✅ Heading “Appendix” is centered on first line  
|                    | ✅ Use “Appendix A”, “Appendix B”, and so on for multiple appendices |
| **Tables**         | ✅ Begins on a separate page  
|                    | ✅ Heading “Table 1” (or “Table 2” and so on) is left justified on the first line  
|                    | ✅ Double space after the heading “Table X” and then type the table title |