FORMATTING A TERM PAPER
Last updated 11/19/02 by Ethyl J. Sheehy

1. Research papers should be word processed and printed on a quality printer. The entire paper should be left justified with a jagged right edge (like this one).
2. A serif type style like 12 pt Times Roman or Courier improves readability and reduces eye fatigue for the reader, while san serif like Arial is better for numerals. Never interchange numerals and letters (e.g. I, l and 1).
3. In writing your narrative, use the third person objective voice and avoid jargon, colloquialism, slang and hyperbole.
4. Include a cover page that includes the title of your paper as well as the name of the course, your name, the professor’s name and the date.
5. Number each page, beginning with page two (2). The title page is not counted and page one (1) should not have a number. Numbers should be placed in the upper right hand corner. This can be accomplished in MSWord by inserting an automatic header number as follows:
   a. Click on View
   b. Click on header and footer
   c. Click on icon for align right justify on the toolbar
   d. Click on insert page number icon
   e. Click on close
6. Tables or charts in your narrative should not be broken onto two pages, use a new page.
7. It is appropriate to double-space the entire document. However, undergraduate student papers may use single-spacing for block quotations and reference lists as long as there is double-spacing between references.
8. Quotations should be set apart in the following way:
   a. If the quote is less than 40 words (about 4 lines), set the quote off with quotation marks such as:
      “The ‘placebo effect’ disappeared when behaviors were studied in this manner.” (Smith, 1982, p. 276), but he did not clarify which behaviors were studied.
   b. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks.
   c. A quotation should include the page number in the endnote. An endnote that simply gives credit to the author looks like this: (Smith, 1982).
   d. A quotation of over 40 words should be in a freestanding block of text with NO quotation marks. Start the block on a new line, indented five spaces from the left margin. New paragraphs within the quotation are indented another five spaces. Smith (1982) found the following:
      The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, behaviors were never exhibited, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to the placebo effect (p.276).
9. References cited in the narrative MUST be included in the Reference List. Place the Reference List at the end of your narrative, but in front of any appendices. NOTE: The difference between a reference list and a bibliography is the reference list is a list of works cited in the narrative, while a bibliography is a list of resources for the reader to use to find further information about your topic.
10. The first line of each citation is flush with the left margin and each successive line is indented 5 spaces (NEW RULES from 5th ed).
11. Titles of bound volumes are italicized.
12. Author’s first names are presented as initials only.
13. The publication date follows the author’s name (1995). (n.d.) is used for “no date”.