

Formatting Papers for Academic Writing

Always edit and proofread your work. Consider this a checklist before you hand in a paper.

- Title your work.
- Include your name, my name (Professor Moskos), and the class number.
- Use a normal font in normal size (Times New Roman 12-point is preferred).
- Use a single column.
- Use black ink.
- Double space your paper (see exception for long quotes below)..
- Margins should be 1 to 1.25 inches.
- Left justify your text (“ragged right”) for even character spacing.
- Use page numbers from the second page on. In Word, page numbers are achieved through “insert,” “page number,” “top of page,” “plain number 3” (top right). Then select “different first page” and delete the page number from page one.
- Staple your paper, if at all possible.
- Quotes longer than 3 lines of text (in your paper) should be preceded by a colon, each line indented, and should not be in quotation marks (follow whatever style you are using).
- References in the text should include the author’s last name and the year of publication (see examples below).
- A complete citation for all references should be included at the end of the paper.
- A list of references should be alphabetized by author’s last name and should include, as appropriate: the author’s name, the publication year, the article’s name and/or the title of the book or journal, relevant pages numbers, and the place and name of the publisher (for a book) or the volume and date (for a journal).

This is one of four writing guides: “Formatting Notes for Academic Writing,” “Academic Writing Style,” “Academic Sources,” and *Grammar 101*.