

Research Project Typing Tips & Requirements

Use a sensible, easy-to-read **font** (like this one, Times New Roman), in size 12.

Keep your **margins** at the pre-set, default distance (1 inch or about 3 cm).

Double-space all the text. That means one line between each line (like the paper you're reading).

No Word Art in the paper. Not even on the cover.

Does your paper have **sections**? **Just bold the titles.** Don't start each section on a new page.

Underline or italicize titles of books, names of magazines, names of encyclopedias.

Put **"quotation marks" around the titles of articles.**

The cover must have: a title, your name, teacher's name, your class, the date. See example.

Hint: Make your cover and table of contents *one file*. Make your paper *a separate file*.

Number the pages of your report. Also put your **last name** next to the number.

To **number/name pages automatically**: Use the VIEW—HEADER AND FOOTER menu...

...then TAB to the right margin...(use the # button to auto-number).

Hint: Do your table of contents and cover LAST, so you know what page things are on.

For the Bibliography/Works Cited:

Use the sample shown in class as your guide.

If you have a source not in a sample, get help and/or look it up in the *MLA Handbook* or at www.mla.org.

At the top of the page, centered, put: **Works Cited**

Do NOT NUMBER the entries in your bibliography.

Do NOT LABEL them as “Books,” “Encyclopedia,” etc.

DO just list the entries in alphabetical order (by the first word of the entry).

DO use the HANGING INDENT feature of Word to make sure the *first line* of the entry is lined up with the left margin, but the *others* are indented (like these lines are). Each entry will be double-spaced, just like this is.

DO follow the form EXACTLY—every comma, every colon, every period, EVERYTHING.