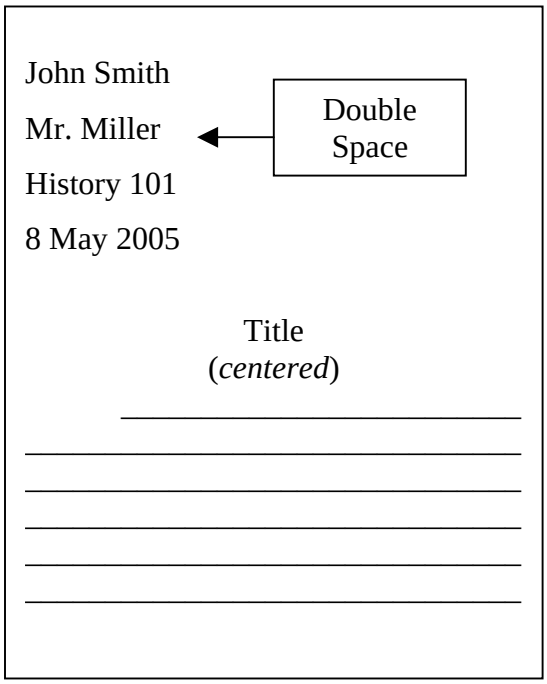
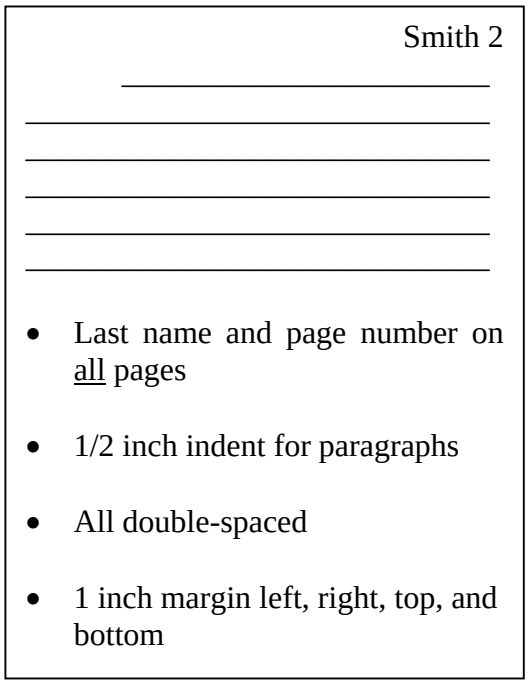
Formatting Information

Formatting Checklist

It is very important that you follow the proper format when preparing your final draft of a research paper. The appearance of your work and the amount of effort you put into doing your research paper can be achieved by following the following guidelines:

- 1 inch margins left, right, top, and bottom on each page.
- Use 8 1/2 x 11 inch white, fringe-free paper.
- Use 12 point font (Times New Roman) on all typed work.
- Indent each paragraph one-half inch or five (5) spaces.
- Type your paper, double-spaced.
- Use one side of the page only.
- Number all pages. Place your last name and the number in the top right corner of each page starting with page two (**see sample paper**).
- Turn in work without any cross-outs, major revisions, or other unsightly marks on the paper.

Sample First Page



Sample Body Page 1