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Click on any item in the list to jump to a specific section:

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Font

- Set your font to Times New Roman, 12 point.
Margins

- Under the page layout ribbon, set the margins to 1 inch (2.54 cm).
Headers

- Double click at the top of the page to get into the header space of the document
- First, make sure “Different First Page” is checked
Second, on the left margin, type “Running head:” followed by a shortened version of your title in all capital letters. This shortened version of the title should be no more than 50 characters, including spaces.
Third, use the tab key to move your cursor to the right margin.

- Under the “Page Number” option, go to “Current Position” and select “Plain Number”
Fourth, go to the second page of the document and double click in the header space again.
  o Type your shortened title, in all capital letters, again.
o Tab across to the right margin again and insert the page number using the same options as before.
Now, your headers should look like this:
Spacing

- Select “Line Spacing Options” from the spacing menu.
• In the box that pops up, make sure that the spacing options are set to zero for both “Before” and “After.”
• Also, set the “Line spacing” to double.
Cover Page

- First, set your text alignment to center.
• In the top third of the page, on separate lines, type
  o the full title of your paper,
  o your name or ID number (check your instructor’s requirements),
  o the name of the school,
  o the date,
  o the course and section number,
  o and your instructor’s name.
First Page of Paper

- Type the full title of your paper in the center of the page

SHORTENED TITLE

Full Title: Subtitle
• On the next line, tab once from the left margin and begin typing your paper.
References Page

- Type the word References, centered at the top of the page.
Type your reference entries, in alphabetical order, on the left margin of the page. Hit enter at the end of each entry.
Highlight your reference entries and click on the icon at the bottom of the paragraph options.
Select “Hanging” from the drop-down menu in the indentation options portion of the window. Make sure the “By” field is set to 1.27 cm, and then click OK.
Now, your reference entries will have a hanging indent.