Writing Guidelines

This paper is set up exactly as your college papers should be. The information above is

called the "header," and your requirements for what to include here will vary from class to class,

instructor to instructor. You may need instruction regarding how to use the header/footer

function of your word processor. The following information describes your paper requirements.

Set your page layout at one-inch margins all around (the header will begin less than one

inch from the top)

Always type your college work, unless directed otherwise. Use Times New Roman 12-

point font. Do not use bold, italics, or underlining, unless required as part of standard

punctuation (for example, a book title). Do not use larger fonts for titles. Playing around with

fonts can be fun for the writer, but distracting for the reader, especially your college teacher.

Do not "justify" paragraphs (making text on both sides of the page flush). Justified

paragraphs are for books, newspapers, and magazines. In a justified paragraph, spacing between

words will not always appear to be correct in terms of college-level punctuation requirements.

So, instead, always "right align" the body of your writing.

Set your spacing to "double," with a half-inch indentation at the beginning of each

paragraph. Do not add extra lines/spaces between paragraphs.

Allow enough time to proofread, revise, and edit your work several times before turning

it in. Use your word processor's spell and grammar checker to catch obvious problems, but

remember that the computer is no substitute for a human being. So, plan on reading your paper

at least once silently and once out loud. Ask a friend or relative to read it as well, since an extra

pair of eyes never hurt. If you are particularly prone to typos and various problems that you or

someone else might have identified as "dyslexia," set aside time to read your paper out loud and

backward.