

Research Paper Guidelines

Font - Times New Roman Size - Title = 14 All Other Text = 12
Margins - 1" top, bottom, left, right
Double Space entire paper
Works Cited on last page

Click View in Menu Bar and choose **Header/footer**

Change alignment to **right align**

Type your last name and then space **two times**

Click insert on Menu Bar and choose **page numbers**

Choose OK - header should now include your last name and page number 1

Close header

Left margin - Page 1 (change to **left aligned**) See example - type in your information
Your Name

Mrs. Edmondson

PowerPoint Presentations

Due Date (Example: 07 November 2011)

Title - (Change alignment to Centered on first page)(one double space after above info.)

Parts of Paper:

Intro - At least 5 complete sentences.

Purpose: introduce the topic and get readers ready for what is included in topic.

--Usually includes an organizing sentence called a thesis statement.

--Intro should engage the audience and present thesis statement.

--It must capture the reader's interest at the very beginning.

--Intro needs to lead the reader into the body of the paper.

Body - At least 3 paragraphs with 5 complete sentences in each.

Purpose: Present facts, statistics, evidence of topic. Body should elaborate on, or explain, the thesis statement. (1 paragraph for each category of information)

Conclusion - At least 5 complete sentences.

Purpose: The final paragraph brings closure to your paper. Conclusion is most important part as the ideas it presents are the ones readers leave with.

Could include: a summary of what was covered in body & intro., a repeat of introduction with summary of three categories of information.