FORMATTING

- All four margins should be between 1 inch (2.5cm) and 1.5 inches (3.8cm).
- Use 12 pt. Times New Roman font or Courier.
- Page numbers appear in the header (centred or right-aligned). Use Arabic numerals and start on the first page of text (after the title page) with the number 1.
- Double space the body text of the paper.
- Single space block quotations and table titles/captions.
- Single space entries in the bibliography, but add a line between entries.
- Footnotes and endnotes should have a half inch indent in the first line. Notes should be single-spaced but include a line between each note.

QUOTATIONS

If a direct quote is less than five lines, put it in quotation marks:

Svendsen says “it is important that readers know when you are borrowing someone else’s exact words.”

If a direct quote is five lines or longer, format it as a block quote:

It is important that readers know when you are borrowing someone else’s exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. Students found guilty of plagiarism will be subject to disciplinary action, including possible expulsion from the University.

REFERENCES

The reference list begins on a separate page, with “Bibliography” centred at the top:

Bibliography

