

Starting To Write: General Guidelines

1. Use Times New Roman or Courier New font at **size 12**
2. Double-space the entire paper (See: Setting Up Paragraph and Line Spacing Guide Sheet)
3. Set the margins of your document to 1 inch on all sides (See: Setting Up Page Margins Guide Sheet)
4. Indent the first line of a paragraph one half inch
 - a. Five spaces with the space bar or
 - b. Press Tab once
5. Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor)
6. Order of pages: Title Page, Abstract, Body, References, Appendixes, Footnotes, Tables, Figure Captions, Figures
 - a. Your instructor may not require all these page types in your document; always follow the instructor guidelines
7. All papers should have a minimum of 5 paragraphs:
 - a. 1 Introduction Paragraph
 - b. 3 Body Paragraphs
 - c. 1 Conclusion Paragraph
8. Each paragraph should have a minimum of 5 sentences
9. The last sentence of each paragraph should LEAD IN TO the following paragraph, connecting them together