

Use 8 1/2 x 11 inch paper

One (1)-inch margins on top, bottom, left, right

Indent first line of each paragraph using the TAB key

Do not use full justification; use left justification except for centered items

First page of manuscript should include the author's last name and page number in the upper right header and the student's name, professor's name, class name, and date double spaced at the left margin. Continue numbering pages consecutively throughout the manuscript.

Title should be centered below the heading. (No title page is necessary.)

All text should be double-spaced; use a readable font, such as 12-point Times New Roman.

The Work(s) Cited entries should begin on a separate page labeled Works Cited (or Work Cited if you used only one source). The entries should be listed in alphabetical order by the first word of the entry and should be formatted in hanging indent (the first line of the entry begins at the left margin and subsequent lines are indented one tab space, 1/2 inch).

When you write research papers, you must indicate to your readers whenever you incorporate the words/ideas of another writer (documentation) and whether you have quoted directly (and placed the quoted material inside quotation marks) or summarized. That indication is given in parentheses following the incorporated material (usually at the end of the sentence). In the parentheses, you should provide the author's last name and page number. For example: (Smith 45). If you are summarizing, you should provide the author's last name and page number. For example: (Smith 45). If you are quoting directly, you should provide the author's last name and page number. For example: (Smith 45). If you are quoting directly and the author's name is in the text, you should provide the page number. For example: Smith (45) states that...



Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture*, vol. 10, no. 3, May 2000.  
*Project Muse*, doi: 10.1353/pmc.2000.0021.

In-text citation (Chan)

Note: if the source is provided in html and is not paginated, then give the author's name in the parentheses and omit a page number.

Poe, Edgar Allan. "The Masque of the Red Death." *The Complete Works of Edgar Allan Poe*, edited by James A. Harrison, vol. 4, Thomas Y Crowell, 1902, pp. 250-58.

In-text citation: (Poe 253)

If that work had been obtained online, such as through a digital library, the reference would have two "container" sections and would look like this (same in-text citation):

Poe, Edgar Allan. "The Masque of the Red Death." *The Complete Works of Edgar Allan Poe*, edited by James A. Harrison, vol. 4, Thomas Y Crowell, 1902, pp. 250-58.