PREPARE YOUR FINAL PAPER

You can use these guidelines for printing and assembling your final paper.

Guidelines

- 1. Print on only one side of the paper.
- 2. Allow 1 inch margins on all sides. If you assemble your report in a notebook or binder, leave 1 1/2 inch on the left.
- 3. Double-space all text.
- 4. If your text includes long quotes, format them in separate paragraphs. Indent long quotes an extra 1/4 inch from each margin and single-space them.
- 5. Type a title page. Your teacher might provide a style. If not, type your name and the date in the upper right-hand corner. You may also include the subject or course and your teacher's name. Space down 12 15 lines and type the title in all capital letters. Center the title.
- 6. At the top of the first page of the report, type the title in all capital letters.
- 7. Use the header feature in your word-processing program to number and date all pages.
- 8. If you use footnotes, follow the format your teacher provides. Single-space footnotes.

Assembling the Report

Put the parts of your paper together in this order.

- 1. Title page
- 2. Final outline, it you turn it in
- 3. Text of the report
- 4. Bibliography
- 5. Appendix (additional notes for the reader) if you include one



Congratulations! Your report is complete and ready to turn in.