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.