### Formatting

**Do:**
- Double space the entire paper, including the Works Cited page.
- Set all four margins at 1 inch (2.5cm).
- Use a legible font, such as Times New Roman, in 10 to 12 pt. size.
- Repeat the title at the top of the first page of text.
- Create a running head at the top of each page, with your last name and the page number in the top right corner, 1/4 inch from the top of the page.
- Number the pages with Arabic numerals (1, 2, 3…)
- Indent the first line of each paragraph.
- Leave one space after periods and other punctuation marks.

**Don’t:**
- Justify the right edge of the text.
- Indent the first lines of a block quote.

### Quotations

If a direct quote runs to less than four lines, put it in quotation marks:

> Svendsen says that "[i]t is important that readers know when you are borrowing someone else’s exact words" (1).

If a direct quote runs to four or more lines, 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, possible including expulsion from the University. (Svendsen 1)

### Works Cited

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

An in-text citation appears in the text of a paper to indicate that a source is being cited. It includes the last name of the author and the page range where the reader can find the information or quotation that is being cited:

… (Price 168-69).

If you mention the author’s name in your text, just give the page range in parentheses:

Price claims … (168-69).

If you’re quoting someone other than the author of the book or article, use “qtd. in” or “quoted in”:

Munro described herself as “…” (qtd. in Löschnigg 60).

One Author

… (Dressler 48-49).

Dressler investigated … (48-49).

Two Authors

… (Andrews and Walton 605).

Andrews and Walton found … (605).

Three or More Authors

… (Jones, et al. 19-25).

Jones, Ross, Peters, and Smith argue … (19-25).

or Jones, et al., argue … (19-25). [“Et al.” means “and others.”]

Online source (No Pages)

… (Sanborn).

… (“Creating”).

Journal Article (Database)
Andrews, Jennifer, and Priscilla L. Walton.

Journal Article (Open Access)

Book (Print)

Chapter in an Edited Book

Book (Online - Ebrary or Google Books)

Newspaper Article (Print)

Newspaper Article (Online - Website)

Government Report (Online)

Website or Blog

Video (Online - YouTube)

“Creating a Good Research Question.” YouTube, uploaded by Georgia State University Centre for Instruction Innovation, 26 Jul. 2013, youtu.be/89NonP_iZZo.

Movie

Episode of a TV show (Online - Netflix)