DOUBLE SPACE THE ENTIRE PAPER, INCLUDING THE TITLE PAGE AND THE REFERENCES.

- SET ALL FOUR MARGINS AT 1 INCH (2.5CM).
- USE 12 PT. TIMES NEW ROMAN OR COURIER FONT.
- INCLUDE A TITLE PAGE.
- REPEAT THE TITLE AT THE TOP OF THE FIRST PAGE OF TEXT.
- CREATE A RUNNING HEAD AT THE TOP OF EACH PAGE, WITH A SHORT VERSION OF THE TITLE (50 CHARACTERS OR LESS) IN CAPITAL LETTERS ON THE LEFT AND THE PAGE NUMBER ON THE RIGHT.
- NUMBER THE PAGES WITH ARABIC NUMERALS (1, 2, 3…) BEGINNING WITH THE TITLE PAGE.
- CENTRE AND BOLD FIRST-LEVEL HEADINGS.
- INDENT THE FIRST LINE OF EACH PARAGRAPH.
- FORMAT EACH REFERENCE WITH A HANGING INDENT (I.E. WITH THE SECOND AND SUBSEQUENT LINES INDENTED).

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