

Style Sheet
a list of formal requirements for your papers

Your paper *must*

- be typewritten or computer printed
- be double spaced (except for long quotes)
- have 1 inch margins on all sides
- be printed in a 12 point font (see samples below)
- have page number citations for all quotes
- be proofread and spell-checked—there is no excuse for papers with spelling errors
- have numbered pages
- be stapled
- be entirely your own, original work
- have your name on the first page

Your paper *should*

- have a title (not the title of the book you're writing about)

Your paper *must not*

- skip a line between paragraphs
- use any color ink other than black (except for images)
- use a decorative font (see font samples below)

Fonts and computer formatting

| Good Fonts | Bad Fonts |
|--|---|
| This is just fine. This is just fine. This is just fine. This is OK, but not great. | This is too large. This is too small. This is too decorative. OK, but it's hard to read lots of this. |

- There are lots of ways to 'cheat' and make your paper longer without actually writing anything more—using a large font, skipping lines, making it more than double spaced, making your margins 1.1 inches rather than exactly one inch, and so on. All of them are quite noticeable, and they won't help the paper get a better grade. You are better advised to spend that time improving actual *quality* rather than trying to change the apparent *quantity*.