

## STANDARD FORMATTING

For research papers

1. Order: Materials should be placed in this order: title page, text of paper, endnotes (if used), works cited (if used), appendices.
2. Title Page: See sample on reverse side. Title, name, degree information should be centered on the top half of the page. Keywords and abstract should appear on the bottom half of the page with the text left-justified.
3. Keywords: Provide between five and seven keywords that best describe the content of your paper. Keywords should be specific; do not use broad terms like 'urban' unless as a qualifier, e.g. 'urban renewal'.
4. Abstract: The abstract appears on the title page. Abstracts should be no less than 75 words and no more than 125, and should encapsulate the topic, thesis, argument, methods, and findings of the paper.
5. Text: All text of the paper should be formatted in 12-point Times or Times New Roman font. Margins must be uniform throughout and set at 1.25" for sides and 1" for top and bottom of page. Text should be double spaced.
6. Pagination: The title page should not be numbered, but every subsequent page must be numbered consecutively. Page numbers should appear in the top right corner, preceded by the author's last name only.
7. Citations: Citations may be rendered either in notation or in-line format. The specific citation style used is up to the author, but must be consistently applied. Footnotes and endnotes should use Arabic numerals (1, 2, 3) rather than Roman numerals (i, ii, iii). Notation citations do not require a bibliography; in-line citations must include a Works Cited section.
8. Headings: Observe conventional heading hierarchies. For reference, consult the 15th Edition of the Chicago Manual of Style.
9. Figures: Papers should not use in-line figures. Instead, all figures should be incorporated into Appendix A. Refer to photographs, charts, and other graphics as Figure 1, Figure 2, etc; refer to tables as Table 1, Table 2, etc. Each figure and table must be on a separate page in Appendix A with an appropriate caption and the source indicated.
10. Appendices: Additional material may be included in appendices, but in all cases the figures and tables of the paper should come first in Appendix A.