**Disclaimer:** This paper partially fulfills a writing requirement for first year (freshman) engineering students at the University of Pittsburgh Swanson School of Engineering. *This paper is a* ***student paper, not a professional*** paper. This paper is based on publicly available information and may not provide complete analyses of all relevant data. If this paper is used for any purpose other than this author’s partial fulfillment of a writing requirement for first year (freshman) engineering students at the University of Pittsburgh Swanson School of Engineering, users are doing so at their own risk.

FALL 2018 PAPER FORMATTING SPECIFICATIONS FOR ASSIGNMENTS 2, 3, AND 4

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YOU MUST FOLLOW THESE FORMATTING REQUIREMENTS EXACTLY!

For papers 2, 3, and 4 you must follow these formatting instructions exactly. There will be a 3 point deduction for each major formatting error in papers 2, 3, and 4. Following all formatting requirements demonstrates an author’s professionalism and attention to detail. When submitting a paper to a conference or journal, or when submitting professional documents such as grant applications, proposals, and bids, if the document is not formatted according to given specifications, that document will often not be read or considered.

Most science and engineering publications and conferences require that papers be submitted in a two-column format like this one. These format specifications give you practice in following the format specifications of your academic and professional area.

**LIST OF FORMAT REQUIREMENTS**

This list will help you see what the formatting requirements are. Use this list to double-check that all elements of your paper are formatted correctly. Instructions for how to use menus/settings to meet various format requirements are provided after the list. Be sure to include the disclaimer, exactly as shown/formatted at the top of this page, before your TITLE.

**Margins**

* Top and bottom margins: 1.0"
* Left and right margins: 0.75” or 0.7”

**Columns Width and Spacing**

* 2 column format for the body of the document
* Spacing between columns: 0.3"
* Column width: 3.4

**All body text must be” full justified”**

* All body text (all columns) must be full justified; full justified means all text is even along both the left margins and the right margins; use this command to full justify text: 
* Note: TITLE, name (email), HEADINGS, subheadings are NOT full justified; these are centered

**Font for all text in your paper**

* All text: Times New Roman or Cambria
* Use *either* Times New Roman or Cambria *throughout* your paper; do not switch fonts within your paper

**Font size for body text**

* All “body” text: Times New Roman or Cambria 10pt

Font Size and placement for Disclaimer, Name, Titles, Headings, Subheadings

* Disclaimer: Times New Roman or Cambria, 10 pt, full justified , the word Disclaimer in bold, colon after the word Disclaimer
* TITLE: 14 pt. BOLD Times New Roman or Cambria, CENTERED
* Name and email: 10 pt. Times New Roman or Cambria, bold, centered, **email in parentheses immediately after name**
* SECTION HEADINGS: 12 pt. BOLD Times New Roman or Cambria, CENTERED
* Section Subheadings: 10 pt. bold Times New Roman or Cambria, centered

**Spacing for body text**

* Single space (1.0 NOT 1.15, NOT 1.25) for body text in all sections

**Spacing between paper elements (Disclaimer, Name, TITLE, HEADINGS, etc.)**

* Space between Disclaimer and MAIN TITLE
* Space between TITLE and name email
* Space between name (email) and first SECTION HEADING
* Space between SECTION HEADINGS and section/body text
* Space between section subheadings and section text

**Paragraph indent and spacing**

* Set paragraph tab at 0.3; indent all paragraphs 0.3
* Do NOT put a space between paragraphs within columns

**Headers and Footers format and content**

* Headers and Footers: 0.5“
* Header, Page 1: 10pt. **bold**, aligned left

**0011/0711 Section** (for example, Sanchez 10:00)

**Group number** (for example L3)

* Header, *after* Page 1: Your Name, 10pt. **bold,** aligned left
* Footer, Page 1: 10 pt. **bold**, aligned left

**University of Pittsburgh, Swanson School of Engineering** (on one line)

**First-year paper**

**Date of submission: mm.dd.yyyy**

* Footer, *after* Page 1: Page number, 10 pt., **bold**, centered

# FORMATTING STRATEGY 1: TYPE ON THIS "TEMPLATE" (THOUGH NOT *ALL* FORMATING WILL BE AUTOMATICALLY CORRECT)

**Highlight and "Type Over," But Check all Specifications**

You may use this template to type or paste your own writing into the formatted title, headings and subheadings, and columns. To do so, you would select/highlight a line (such as a section heading) or a block of text (such as a paragraph) and replace the original text with your own text. Highlighting and "typing over" will usually preserve margins and columns, **HOWEVER, highlighting and "typing over" WILL NOT ALWAYS PRESERVE CORRECT TABS, ALL CAPS, ETC.** If you opt for this strategy, be ***sure* to double-check all formatting specifications** to ensure everything is correct--you might need to "manually" use your toolbar and/or alter your settings to correct various format elements.

NOTE: If you opt for the highlight and type over strategy, be sure that **none** of the original formatting instructions (the “original text”) remains in your paper.

NOTE: There are many “bulleted” sections on pages 1 & 2 of this document—if you are using highlight and type over strategy, be sure you are not putting all of your text into bulleted lists/format.

**STRATEGY 2: USE WORD SETTINGS**

If, instead of formatting via template, you would like to set or double check format specifications via your Word settings, you can “Use Word Settings” as detailed below (and as specified in the “checklist” on pages 1 and 2).

Instead of selecting and typing over text on this template, you may opt to use Word’s settings, menus, and commands to create correct formatting. This method can be helpful if you are continuously revising and refining your draft. While the instructions that follow might look intimidating at first, they simply detail how to use menus and toolbars/”ribbons”—which you already generally know how to use—to set correct formatting.

**Set Margins**

To correctly set your margins, go to **Format**; click on **Document**. Set the **top and bottom margins** at 1. Set the **left and right margins** at .75 (or .7). Set the **Header and Footer** at 0.5.

**Set Line Spacing**

To set line spacing, go to **Format**; click **on Paragraph**. Under **Spacing**, set **Before** at 0, **After** at 0, and check **Don’t add space between paragraphs of the same style**. Be sure **Single** is selected under **Line Spacing**. This will set the correct single spacing (1.0) of lines within your paragraphs.

**Set Paragraph Indent**

Every paragraph should be indented. To set your paragraph indent, go to **Format**; **paragraph**, and click on **Tabs**. Set Tabs at 0.3. When typing your first line of text in a paragraph, hit “tab” and your paragraphs will be correctly indented. Or, go to **Format**; click **on Paragraph**. Under the **Special** menu, click on **First Line**. In the **By** box, put 0.3.

**Set Header, Page 1**

Open the header and type in your 0011/0711 section (for example, **Panza 2:00**).Move your cursor to directly below the start of this line (this will maintain single spacing) and type in your Group Number (for example, **L3**). Be sure your font, text, and alignment are correct: **10 pt., bold, aligned left.**

**Set Footer, Page 1**

Open the footer. Type **University of Pittsburgh, Swanson School of Engineering**. Place your cursor beneath the start of that line (this will maintain single spacing), and type in **First-year paper.** Place your cursor beneath the start of that line (this will maintain single spacing), and type in the **date** on which you are submitting your paper (for example **10.4.2018**). Be sure your font, text, and alignment are correct: **10 pt., Times New Roman or Cambria bold, aligned left**.

Go to **Insert**; click on **Page Numbers**. Under **Position**, choose **Bottom of page (Footer).** Under **Alignment,** select **Center**. Check **Show number on first page**. Be sure you page number is **Times New Roman or Cambria 10 pt. bold**

**Set Header and Footer, Page 2**

For most versions of Word, the easiest way to create a different header and footer after the first page is to go to **Forma**t, click on **Document**, click on **Layou**t. In **Headers and Footers**, click on **Different First Page**.

In your page 2 header, simply put **your name** at the top, **10 pt. Times New Roman or Cambria bold, aligned left**. For your page 2 footer, simply **insert the page number**, **Times New Roman or Cambria, 10 pt., bold, centered.**

**Paper Title, Your Name and Email**

Be sure your title and name/email are correctly formatted by using your toolbars/ribbon (or keyboard shortcuts). If your title looks like this: This is My Title, you will need to select/highlight the title and put everything in **CAPS. On your toolbar, be sure to** choose/click **14 pt. font (be sure you are still using Times New Roman or Cambria** **bold)**, and **align center**. Be sure to format your name and email correctly: **Times New Roman or Cambria 10 pt. bold, align center,** email in parentheses.

**Set the Column Width**

To correctly set the column width, go to the **Format** menu; click on **Columns**. Set **number of columns** to 2. Check **equal column width**. Set **column width** at 0.3 and **Spacing** at 3.4". All your typing will now automatically appear in the (correctly spaced) 2 columns.

**Insert a Continuous Page Break**

To move from “one column” (having your text go all the way across the page) to the two columns required for everything except your title and name/email, you must insert a section break. To do so, put your cursor at the end of your name/email, go to **the Insert menu, click on Break, click on Section Break (Continuous).** This will allow you to set up your Disclaimer, Title, and name across one column.

INCLUDING AND FORMATTING IN-TEXT CITATONS

* You will insert/format your in-text citation numbers for sources the same way you did for Assignment 1. Place citation numbers in brackets; for example [1].
* In-text citation numbers go in numerical order beginning with [1] for the1st source material.
* The period at the end of a sentence goes *after* the citation number; for example, Xxxxx xxx xxxxx xxxxx xxxxxx xxx x xxx [1].

**HOW TO PRESENT INFORMATION IN YOUR SOURCES SECTION**

* Every in-text citation number must have a corresponding, same-numbered source in your **Sources** section.
* You will arrange the bibliographic information in your Sources section **the same way you did for Assignment 1 (except that everything is now in the correct 2 column format)**.
* For example, if the 1st source from which you quote or paraphrase is an article on a NASA deep space initiative, you must, within your paper, put the bracketed number [1] after the paraphrased material. The 1st entry in your sources section will then be [1] and will include, in the correct order and with the correct punctuation, all the bibliographic information for that NASA article.
* The *basic* correct order and punctuation for your bibliographic information in your sources section is this: [number] First Initial of Author. Last Name of Author. “Title of Article.” Larger Source Within Which Article is Located*.* Date of publication mm.dd.yyyy. Accessed mm.dd.yyyy. url or DOI.p.
* For example, for the NASA article, this is what you would put in your Sources section:

[1] D. Weaver, M. Brakus. “NASA Announces Design for New Deep Space Exploration System.” NASA Exploration*.* 5.4.2014. Accessed 9.30.2017.

<http://www.nasa.gov/exploration/systems/sls/sls/html>. p.2

* For further information on how arrange the bibliographic information for various kinds of sources, see the full document **How to Arrange Information in Sources Section**

**INCLUDING AN ADDITIONAL SOURCES SECTION**

* An Additional Sources section provides bibliographic information for sources that you consulted, but from which you have not quoted, paraphrased, or summarized material.
* In other words, **Additional Sources are sources that were useful to you in some way** as you researched/wrote your paper, **but from which you have not included any material**—any quotes, paraphrases, summaries, pictures, graphs, etc.-- **in your paper.**
* Format these Additional Sources as you have formatted your Sources, except Additional Sources are listed in alphabetical order by author’s last name.
* No bracketed numbers are used in an Additional Sources section. **Additional sources must be listed alphabetically by the author’s last name** If a source does not have an author’s name, use the first word of the source’s title. **Arrange the bibliographical information exactly as you would in your Sources section** (except there will be no bracketed number). The Additional Sources section goes ***after*** the Sources section
* **NOTE: you might or might *not* have an Additional Sources section**. You will need an Additional Sources section only if there are sources which were significantly important/helpful to you in writing your paper, but which from you did not want or need to actually quote, paraphrase, or summarize material.

**ACKNOWLEDGMENTS**

* An Acknowledgments section **IS REQUIRED**! In this section, you “acknowledge”—note your appreciation for—individuals or groups (or other types of resources) that assisted you in some particularly useful, important way.
* For example, if you had some serious discussions with your roommate about your paper, you might thank him or her. Or, for instance, a Pitt Tech Consultant helped you solve a complicated computer problem that occurred as you were preparing your paper, you might thank the consultant. Perhaps a Writing Center consultant was very helpful to you as you wrote your paper or perhaps your Peer Advisor gave you useful, practical advice. You might thank the W.C. consultant and/or your Peer Advisor in your Acknowledgments section.
* Remember that your Acknowledge section is part of a university-level paper and that some of your audience will be professionals who are important to your academic and professional careers. Do not put anything in your Acknowledgements section that reflects badly on you; do not include anything overly-informal, frivolous, or unprofessional in any way.
* . **The Acknowledgments section goes *after* the Additional Sources section.** If you do not have an Additional Sources section, the Acknowledgments section goes after the Sources section.

**REMEMBER**

* You ***must* have a Sources section**, you *might* have an Additional Sources section, and **you *MUST* have an Acknowledgments** section. The Acknowledgments section goes last.