

The Format of the Research Paper

4.9. Electronic Submission

4.8. Binding

4.7. Corrections and Insertions

4.6. Paper and Printing

4.5. Tables and Illustrations

4.4. Page Numbers

4.3. Heading and Title

4.2. Text Formatting

4.1. Margins

A research paper does not need a title page. Instead, beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing between the lines. Double-space on separate lines, double-spacing between the lines. Double-space again and center the title. Double-space also between the lines of the title, and double-space between the title and the first line of the text unless your instructor prefers two spaces.

4.3. HEADING AND TITLE

Always choose an easily readable typeface (e.g., Times New Roman) in which the regular type style contrasts clearly with the italic, and set it to a standard size (e.g., 12 points). Do not justify the lines of text at the right margin; turn off your word processor's automatic hyphenation feature. Set your word processor to double-space the entire reaction feature, including quotations, notes, and the list of works cited. Leave one space after a period or other concluding punctuation mark, unless your instructor prefers two spaces.

4.2. TEXT FORMATTING

Except for page numbers, leave margins of one inch at the top and bottom and on both sides of the text. (For placement of page numbers, see 4.4.) If you lack 8½-by-11-inch paper and use a larger size, do not print the text in an area greater than 6½ by 9 inches. Indent the first word of a paragraph one-half inch from the left margin. Indent set-off quotations one inch from the left margin. (For examples, see 3.7.)

4.1. MARGINS

If your instructor has specific requirements for the format of a research paper, check them before preparing your final draft. The recommendations presented in this chapter are the most common. They assume that you will prepare your paper using a word processor. When you submit your paper, be sure to keep a printout of it as well as electronic copies in at least two places.

Number all pages consecutively throughout the research paper in the upper right-hand corner, one-half inch from the top and flush with the right margin. Type your last name before the page number as a precaution in case of misplaced pages (fig. 8). Automatic page

4.4. PAGE NUMBERS

structures you are given.

If your teacher requires a title page, format it according to the instructions you are given.
(e.g., *Works Cited*).

Do not use a period after your title or after any heading in the paper

Romanticism in England and the *Scapigliatura* in Italy

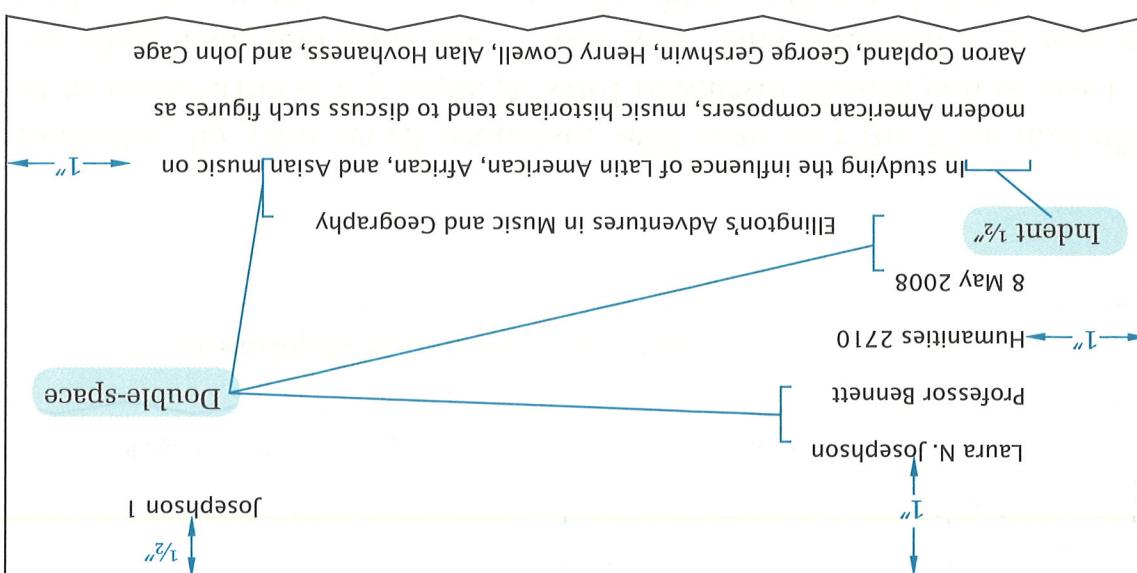
The Use of the Words *Fair* and *Foul* in Shakespeare's *Macbeth*

The Attitude toward Violence in *A Clockwork Orange*

Local Television Coverage of International News Events

italicize in the text (see 3.3 and 3.6.2).
Capitalize in 3.6.1, and italicize only the words that you would
marks or boldface, or type it in all capital letters. Follow the rules for
(see fig. 7). Do not italicize or underline your title, put it in quotation
marks or boldface, or type it in all capital letters. Follow the rules for
modern American composers, music historians tend to discuss such figures as
Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage

Fig. 7. The top of the first page of a research paper.



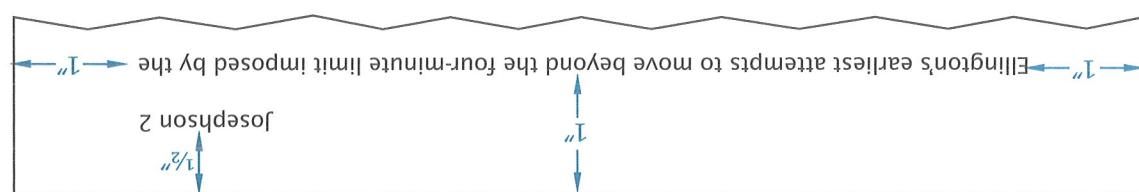
Any other type of illustrative visual material—for example, a photograph, map, line drawing, graph, or chart—should be labeled *Figure* (usually abbreviated *Fig.*), assigned an arabic numeral, and given a caption: “*Fig. 1. Mary Cassatt, Mother and Child, Wichita Museum, Wichita.*” A label and caption ordinarily appear directly below the illustration and have the same one-inch margins as the text of the paper (see fig. 10). If the caption of a table or illustration provides complete information about the source and the source is not cited in the text, no entry for the source in the works-cited list is necessary.

Place tables and illustrations as close as possible to the parts of the text to which they relate. A table is usually labeled *Table*, given an arabic numeral, and titled. Type both label and title flush left on separate lines above the table, and capitalize them as titles (do not use all capital letters). Give the source of the table and any notes immediately below the table in a caption. To avoid confusion between notes to the text and notes to the table, designate notes to the table with lowercase letters rather than with numerals. Double-space throughout to out; use dividing lines as needed (see fig. 9).

4.5. TABLES AND ILLUSTRATIONS

numbering by your word processor will save you the time and effort of numbering every page. A word processor allows you to create a running head that consists of your last name followed by a space and the page number. Do not use the abbreviation *p.* before a page number or add a period, a hyphen, or any other mark or symbol. The word processor may automatically insert your running head on every page of your paper if you do not specify otherwise. Some teachers, however, prefer that no number appear on the first page. Follow your teacher’s preference.

Fig. 8. The running head of a research paper.



ated for the paper.

If your research papers have many illustrations, you will probably want to become familiar with the various kinds of software for the creation of tables, graphs, drawings, and so forth. These programs automatically number tables and illustrations, set them appropriately into the text, and generate a listing of all tables and illustrations cre-

Fig. 9. A table in a research paper.

Year	Bachelor's	Master's	Degrees	Degrees	Degrees
1996-97	13,053	2,470	793		
1997-98	13,618	2,367	819		
1998-99	14,163	2,267	757		
1999-2000	14,186	2,228	804		
2000-01	14,292	2,244	818		
2001-02	14,236	2,284	780		
2002-03	14,854	2,256	749		
2003-04	15,408	2,307	743		
2004-05	16,008	2,517	762		
2005-06	16,762	2,637	777		

Table 1

Degrees in Modern Foreign Languages and Literatures conferred by Degree-Granting Institutions of Higher Education in the United States

Fig. 11. A musical example in a research paper.

Ex. 1. Ludwig van Beethoven, Symphony no. 3 in E flat, op. 55 (*Eroica*), first movement, opening.

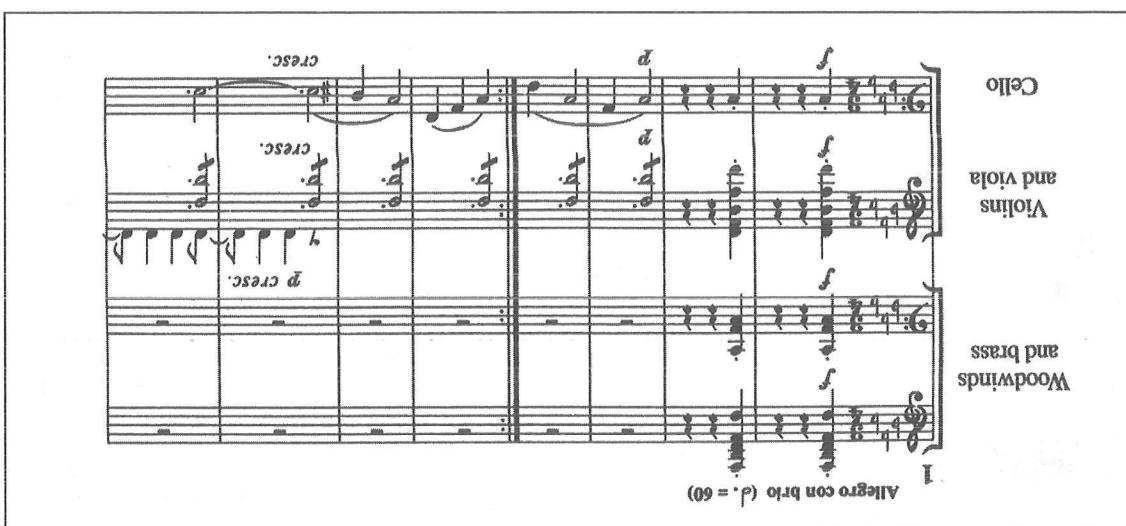
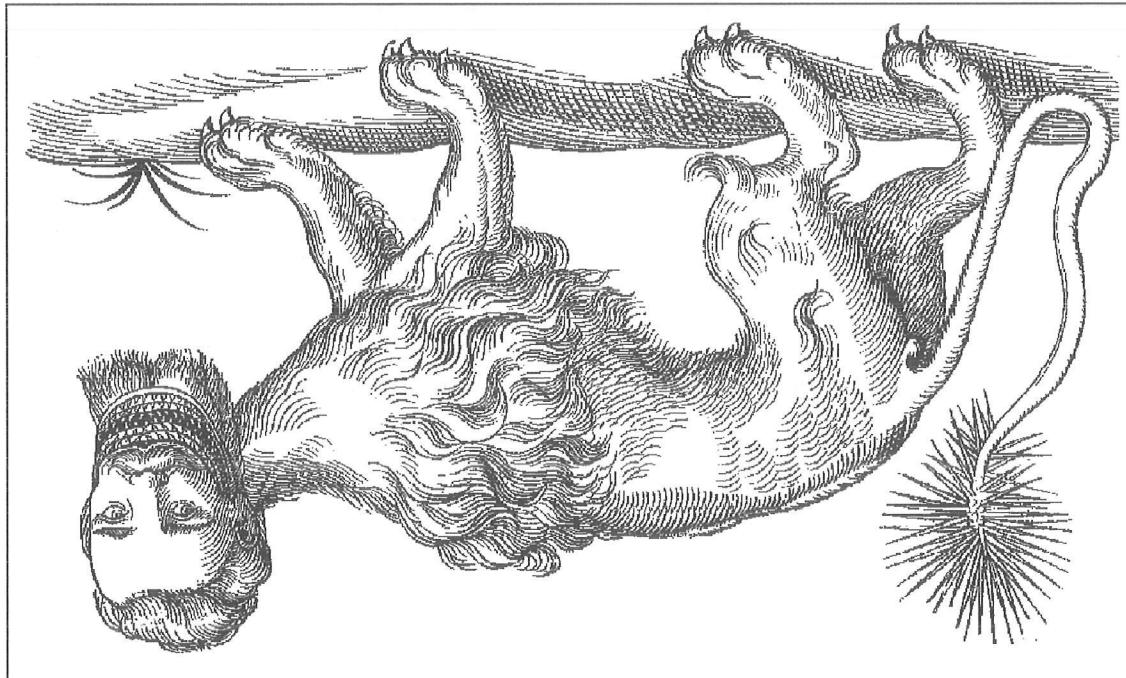


Fig. 10. A figure in a research paper.

Fig. 1. Manticores, woodcut from Edward Topsell, *The History of Four-Footed Beasts and Serpents . . .* (London, 1658; 344); rpt. in Konrad Gesner, *Curiosities Woodcuts of Fantastic and Real Beasts* (New York: Dover, 1971; print; 8).



Pages of your research paper may get misplaced or lost if they are left unattached or merely folded down at a corner. Although a plastic folder or some other kind of binder may seem an attractive finishing touch, most instructors find such devices a nuisance in reading and commenting on students' work. Many prefer that a paper be secured

4.8. BINDING

the page.

any page are numerous or substantial, revise your file and reprint on any page are numerous or substantial, revise your file and reprint the margins or write a change below the line it affects. If corrections lines involved, using caretts (V) to indicate where they go. Do not use the printout, write them neatly and legibly in ink directly above the with caution (see 1.9.3). If your instructor permits brief corrections on software as spelling checkers and usage checkers helpful when used or pages. Be sure to save the changed file. Some writers find such file, make the appropriate revisions, and reprint the corrected page it. If you find a mistake in the final copy, reopen the word-processing proofread and correct your research paper carefully before submitting

4.7. CORRECTIONS AND INSERTIONS

Use only white, 8½-by-11-inch paper of good quality. If you lack 8½-by-11-inch paper, use the closest size available. Use a high-quality printer. Most instructors prefer papers printed on a single side, but some instructors encourage printing on both sides as a means of conserving paper.

4.6. PAPER AND PRINTING

Musical illustrations are labeled *Example* (usually abbreviated *Ex.*), assigned an arabic numeral, and given a caption: "Ex. 1. Pyotr Ilich Tchaikovsky, *Symphony no. 6 in B, op. 74 (Pathétique), finale.*" A label and caption ordinarily appear directly below the example and have the same one-inch margins as the text of the paper (see fig. 11).

There are at present no commonly accepted standards for the electronic submission of research papers. If you are asked to submit your paper electronically, obtain from your teacher guidelines for format, mode of submission (e.g., by e-mail, on a Web site), and so forth, and follow them closely.

To facilitate discussion of your work, you should incorporate references in the paper if it does not include page numbers. Paragraphs are sometimes numbered in electronic publications. If you use this system, place the appropriate number, in square brackets—“[12]”—and followed by a space, at the beginning of each paragraph.

4.9. ELECTRONIC SUBMISSION

with a simple paper or binder clip, which can be easily removed and restored. Others prefer the use of staples.