

Brian W. Carver

Paper Template

- I. Introduction
- II. This is a template for your paper.
 - A. I will appreciate it if you follow these guidelines.
 - B. This template happens to have an outline at the outset.
- III. You can have an outline at the beginning or not, it's up to you.
- IV. Most of the other suggestions I make, I'd *really* prefer that you adopt.

I. Introduction

This document is intended to provide you with a template for the format of your paper in this course.¹ There are several things you should notice about this document. First, is that it is using the Times New Roman font. Please use that font or another equivalent font. I hate Calibri, which I believe is now Word's default. Please don't make me look at that.²

II. This is a template for your paper.

Notice that I put a single space after each period, not two. Also note that this page does not have a recurring header. I don't need to read your name, my name, the course name, and your paper title over and over again on every page. Just put your name and the title of your paper in a normal-sized font on the first page. You can center and even bold those if you like, as I've done above.

However, please use a recurring footer that includes the page number in a 10 or 11 point font. It doesn't need to be big. That takes up too much space. But if the pages get separated, it would help me put them back together.

A. I will appreciate it if you follow these guidelines.

A few other things of note: Left and right margins are 1.5" to allow me room to write comments in the margins and because shorter-length lines are easier to follow. Top and bottom margins are 0.5", but up to 0.75" is fine. More than that starts to waste space. Paragraphs are not indented. Instead, a single blank line separates each paragraph. Paragraphs use "justified" alignment. Section headings should be bold or italicized or otherwise set off from the rest of the text, but shouldn't be in a larger font or separated from the rest of the text by blank spaces.

Do not send me anything in .docx format. I will not even bother trying to open it. I do not believe that it can be relied upon to reliably reproduce your document, because I have had too many problems with it in the past. Instead, please use .odt or .doc formats only. Please provide a word count at the end of your paper. I don't care about pages. I want to know how many words it has, like so:

522 Words.

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- 1 This is a footnote. Please use footnotes instead of endnotes. Don't provide a bibliography.
 - 2 Note that footnotes are in 10 point font, while the body text is in 12 point font. **Please do not put or allow blank lines to separate your footnotes.** They should be tightly spaced, like the ones on this page. Otherwise they waste far too much space.