**SOCIAL SCIENCE DEPARTMENT STYLE SHEET**

**Format required for writing assignments:**

1. Type your manuscript as an 8 1/2 x 11 inch-sized Microsoft Word-compatible document with a 12-point font size.
2. Your assignment must be double-spaced.
3. Include a separate title page. Center the title midway down the page. If the title is longer than one line, double-space it. Capitalize all words of your title except articles, conjunctions, and prepositions. At the bottom of the page, type your name, the course number and name, and the date. Please use the American Sociological Association (ASA) Style Guide. **Do not repeat this information within the manuscript.**
4. Number pages consecutively. Do not number the title page. Number each subsequent page (beginning with 1).
5. Use 1 1/4 inches for all margins: left, right, bottom, and top.
6. At the beginning of each paragraph, indent a uniform number of spaces, typically five spaces. **Do not add an additional line between paragraphs.**
7. Direct quotations longer than three lines should be indented five spaces and be single-spaced. Blocked quotations should not be enclosed in quotation marks.
8. Make sure you properly acknowledge your sources (both print and electronic).Plagiarism is using another person’s words or ideas and presenting them as your own without acknowledging the original source. Read the syllabus for more information.
9. Be consistent in your use of citation style for sources and quotations. Use parenthetical citations. Please use the American Sociological Association (ASA) Style Guide. The style guide is available through D2L Brightspace.
10. Proofread and spell-check your paper carefully before submitting it.
11. **Always** keep a copy of your paper.
12. Submit your paper to Assignments in D2L Brightspace. **Do not turn in a paper copy of the assignment.**

**The Center for Academic Excellence has many handouts concerning writing papers and formats. Do not hesitate to contact them at 651.793.1460 for help concerning style or any other writing issues.**