Margins

1. Select Format from the Menu bar.
2. Select Document.

3. Be sure to set all margins to one inch (Top, Bottom, Right, Left).
4. Click OK.

Line Spacing

1. Select Format from the Menu bar.
2. Select Paragraph.

3. Under the Spacing section, set Line Spacing to Double.
4. Be sure that you check “Don’t add space between paragraphs of the same style” and/or change Spacing “Before” and “After” to 0 pt.
5. Click on OK.
Font

1. Select **Format** from the Menu bar.
2. Select **Font**.
3. Select **Times New Roman** from the Font list.
4. Select **12** from the Font Size list.
5. Click on **Default**.
6. Click on **Yes**.

Headers & Page Numbers

1. From the Menu bar, select **View**.
2. Select **Header and Footer**.
3. Click on **Align Text Right**.
4. Enter your last name.
5. Click on the **Document Elements** tab.
6. Click on **Page #**. (Be sure that Alignment is set to the Right.)
   *You may need to arrange spacing.*
7. Click on **OK**.
8. Click on **Close** to exit the Header.
Works Cited

- The Works Cited is the last part of your research paper, and this is where you list all the sources you used in your research.
- Title the page as Works Cited, and center it.
- All entries need to be double-spaced, left-aligned, alphabetical order, and use hanging indentation. This means that the first line of each entry is flushed left and the following lines of the same entry are indented ½ inch.

Hanging Indents

1. Select Format from the Menu bar.
2. Select Paragraph.
3. Select Hanging from the Special menu located in the Indentation segment.
4. Click OK.

Alphabetize Entries

1. Go back to the Home tab.
2. Select all entries.
3. Click on the Sort icon.
4. Click on OK.