

Saul and Lydia
USP 186
September 30, 2009

Judging a Book by its Cover: What Good Looking Papers Look Like

All papers that you write for this class, should be in Times New Roman, 12 pt. (this font here), double-spaced, 1" margins all around.¹ Always use a title, even if it is boring. You do not need to double space your name, class, and the date on the top of the first page. You should use paragraphs! Under no circumstances should you ever have fewer paragraphs than pages. You should not have a blank line between paragraphs. When you want to convey an idea that has already been conveyed before, you may use an in-text citation (Cunow 2004) or a footnote.² "Cite page numbers for quotes, but please do not use endnotes," (Cunow 2004, 32). Don't break up quotes with your own text; start a new sentence instead. If you want to quote something that takes up more than three typed lines,

Do this. Block quotes are single-spaced, 12 pt. font, no quotation marks, indented ½" on both sides. You should not have too many of these, anyway, because you should not be quoting so excessively (Fisk lecture 07.14.06).

Also, number your pages and put your full name in the header of every page (except the first which should have your name on it already). Spellcheck – there is nothing worse than a last minute paper than one that looks like a last minute paper. You do not need to turn in a report folder, just staple the paper once. Do not use contractions (like "don't" or "won't"), remember this is an academic paper.³ Your paper should have a clear thesis and paragraphs should have topic sentences. On that note, good luck!

¹ A 5-7 page paper will hit the bottom of at least the 5th page – that's at least ¾ of the page. Otherwise it's considered a page short. Each page fits approximately 300 words so a 5-7 paper should have 1500-2100 words.

² Jung 2004.

³ By the way, Internet sources should be cited with the appropriate URL, followed by the date you accessed it (July 15, 2007). You should never use wikipedia in an academic paper. If it is true, you will find it in a citable resource too.