

LEARNING RESOURCE CENTER

TERM PAPER GUIDE

Class _____

Instructor _____

Date Paper is Due _____

Subject Requirements for the Paper _____

Length: Minimum length _____ Maximum length _____

Format: MLA _____ APA _____ Other _____

Cover Required _____ Optional _____

Title Page: Required _____ Optional _____

When a title page is required it should include the following information:

1. Title of Paper _____
2. Name of Student _____
3. Student's Social Security Number _____
4. Name of Course _____
5. Name of Instructor _____
6. Date Paper is Submitted _____

Page Numbering: Required _____ Optional _____

When page numbering is required place numbers in:

1. Upper right hand corner _____
2. Lower middle _____
3. Lower right hand corner _____
4. _____

Page Arrangement:

First Page: *Title*: Required _____ Optional _____

Header: Required _____ Optional _____

Info in Header should be:

student's last name _____

abbreviated title _____

Position of text on First page:

Start 1/3 down page _____

Start 1/2 down page _____

Margins:

Left margin 1" _____ 1½" _____ 2" _____

Right margin 1" _____ 1½" _____ 2" _____

Top margin 1" _____ 1½" _____ 2" _____

Bottom margin 1" _____ 1½" _____ 2" _____

Typing: Required _____ Optional _____

Documentation Required _____

Number of sources required _____

Documentation form: parenthetical or internal _____

footnotes _____ endnotes _____ any method _____

Bibliography or Works Cited Page Required _____

Additional Possible Requirements:

Table of Contents _____

Preface _____

Outline: Sentence outline _____ Topic outline _____

Abstract _____

Appendices _____

Headings and subheadings _____

Illustrations _____

Hand in notecards _____

Hand in photocopies of documented material _____

Content:

Introduction Required _____

Introduction should contain:

a. Overview _____

b. Research Generalization (Thesis Statement) _____

c. Plan of Paper's organization _____

Conclusion Required _____