

How to set up your research paper and begin writing:

You MUST follow ALL these directions IN ORDER or your layout will not be correct and you will run into problems with your paper as you type.

1. Open a new Word document.
2. On the FAR right end of your tool bar, click on the drop-down menu for Select and choose Select All.
3. Choose Times New Roman for your font and Size 12.
4. Just a little left of center on your tool bar is a tab with the word Paragraph at the bottom. Just above the ph in the word “paragraph” is a small box with up and down arrows and some lines. Choose the drop-down menu and select 2.0.
5. In the same Paragraph tab, there is a small diagonal arrow in the bottom right corner. Click on this and then the tab Line and Page Breaks. Make sure NONE of the boxes are checked and click OK.
6. Make sure you still have Select All indicated and choose the Page Layout option at the top left of your tool bar. Make sure your Margins are set at 1.0. Just to the right of center on your tool bar, find the Spacing tab. Make sure that both Before and After are set at 0 pt.
7. Do NOT use Footers or Headers. Head your paper following these directions:
8. On the first line, type your last name then a comma and a space and your first name. Hit Enter.
9. Type English IV & hit Enter
10. Type teacher’s last name & hit Enter
11. Type the month (word), day & year the paper is due & hit Enter
12. Type Graduation Project Research Paper & hit Enter
13. Type the title of your paper – this should not be in the form of a question and should not be very long. See the layout example on the other side of this page. Hit Enter TWICE. Then Tab – and begin the first sentence of your introduction.
14. When writing your introduction, you need some background information and you want to get your readers’ attention. NEVER use the words “I” “you” or “we” ANYWHERE in your paper.
15. Follow ALL ECHS Writing Guidelines as well as English teacher specifications.