SOCIAL SCIENCE DEPARTMENT STYLE SHEET

Format required for Writing Assignments:

1. Type your manuscript on 8 ½ x 11 inch white paper using a 12 point font.

2. Type double-spaced on one side of the paper and print with dark ink.

3. Include one 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.

4. Number pages consecutively starting after the title page.

5. Margins should be uniform for all pages. Allow 1 1/4 inches for all margins: left, right, bottom, and top margins.

6. At the beginning of each paragraph, indent a uniform number of spaces, usually five or eight spaces. Do not add an additional line between paragraphs.

7. Direct quotations longer than three lines should be indented five spaces and 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. This is a very serious offense. Read the syllabus for more information.

9. Be consistent in your use of citation style for sources and quotations. Please use the American Sociological Association (ASA) Style Guide. Use parenthetical citations. The style guide will be distributed in class.

10. Proofread and spell check your paper carefully before submitting it.

11. Always keep a copy of your paper.

12. Staple your paper in the upper left-hand corner. Do not put the assignment inside a folder or binder. If you are submitting assignments on-line or through email speak to your instructor regarding submission of papers.

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.