## Guidelines for Format

## For Research and Other Required Papers

**All Pages**

* Margins 1”, top, bottom, left and right
* 8 ½ X 11 inch paper
* Font:
	+ Normal: Times New Roman, 12 point
	+ Document title, Heading 2 style: Arial, 14 point, bold, italics
	+ Section titles, Heading 3 style: Arial, 13 point, bold
	+ Subsection titles, Times New Roman, 12 point, underlined
* Portrait orientation
* Header on all pages to include title of paper aligned right (10 point)
* Footer on all pages to include the author of paper aligned left (10 point)
* Page numbers at top right of all pages (10 point)
* If printed, staple paper or use a clear plastic binder to hold pages together

**Title Page**

* All papers should have a title page.
* Should include in order, centered on the page both vertically and horizontally:

**Title of the Paper** (14 point, bold)

(Blank lines)

by

***Author*** (13 point, bold, italics)

(More blank lines)

**FSU College of Medicine** (12 point, bold)

**Course name** (12 point, bold)

**Instructor’s name** (12 point, bold)

Semester, Year (12 point)

Date Submitted (12 point)

(CTRL-ENTER to insert a page break)

* (Optional) Word count and readability score.

**Basic Paper Format**

* Put title of paper at top of first page of body of paper.
* Paragraphs
	+ Indent first lines of paragraphs .5”
	+ Align left. Not justified.
	+ Single space unless instructor otherwise specifies
	+ Leave a blank line between paragraphs.

**Graphic Objects**

* Center
* Caption with a Figure number and title also centered, 10 point, bold, italics
* For images use JPG or GIF format

**Tables**

* Center with a caption of Table number and title, also centered, 10 point, bold, italics

**References**

Cite references in the body of the paper using AMA format unless instructor otherwise specifies. (Use Endnote to autoformat your citations and references, then you can change them to another format with a mouse click). List References at the end of the document using AMA format.

Number and type of required references is to be specified by the instructor.

**Appendices** (Optional)

Attachments should have title pages with the number of the appendix (1, 2, etc) and the title of the contents.

### Grading Criteria for Papers

|  |
| --- |
| 1. **Effective text formatting in Word**
* Title Page present and complete
* Headings and Footers including title of paper, author and page numbers present
* Paragraph spacing appropriate
* Appropriate font and font size
* Graphics and Tables centered and labeled appropriately
 |
| 1. **Effective use of Endnote**
* Endnote used to manage references
* Citations and references present and accurately formatted by type (journal articles, books, online resources, etc.)
* Statements appropriately substantiated with citations
1. **Writing Skill**
* Paragraphs anchored with topic sentence
* Spelling and Grammar correct, no run-on sentences
 |
| **\_\_\_\_\_\_\_\_\_ Total Points out of 10** |