Title of the Paper

Your Name

Scottsdale Community College (or whatever the instructor specifies)

Abstract

Your instructor may require that you include an abstract, or summary, of your paper. If so, the abstract begins on page 2 of your paper. If your instructor does not require an abstract, delete this page from the template so that the body of your paper starts on page. 2.

Title of the Paper

The first paragraph of your paper starts here with the first line of each paragraph indented one-half inch from the left margin. You can indent by pressing the Tab key (as is the case with this template), or you can use the Paragraph dialog box or ruler to set the indentation.

To edit the title of your paper in the head, double-click in the upper left corner of this page. If you are using Microsoft Word 2007, you should see an option for “Different First Page” on the Design tab of the Microsoft Word ribbon, which appears when you double-click in the header; put a check by this option if your instructor does not want a header on the first page of your paper.

If you use a quotation that is more than 40 words long, you should put the quotation in a new paragraph that is indented one inch from the left margin:

This paragraph uses the format for long quotations. You do not use quotation marks to set off such long quotations. If the quotation consists of just one paragraph, then you do not indent the first line; however, if your quotation is longer than one paragraph, then you will indent the first line of additional paragraphs by an additional one-half inch.

This is the format for the second and subsequent paragraphs of long quotations in your paper. The first line is indented one and one-half inch from the left margin, and the rest of the paragraph is indented one inch from the left margin.

References

The first citation goes here. Note that all citations begin at the left margin; if they are longer than one line, the second and subsequent lines are indented one-half inch.