Title of Paper

Your Name

Course/Number

Date

Instructor Name

Word Count: _________

(Word Count does not include the title page or the reference page)
Title of Paper

Begin your paper here. Double space the entire document. Be sure to indent the first line of each paragraph between five and seven spaces. Double space your paper, using Time New Roman, 12-point font. Your margins should be 1 inch in all directions. Your essay should be at least 600 words, not including the title page and the reference page unless the assignment specifies a different word count.

Your first paragraph should be an introductory paragraph. This paragraph should be brief and explain what the paper is about and what you are going to discuss. It should be at least two or three sentences long and give the reader a good idea about the topic of the rest of the paper.

The next paragraph or so should be the body of the paper where you make the points you want to make. There should be a transition from the introduction into the body and a transition from the body into the conclusion paragraph.

The last paragraph should be a conclusion. It should summarize the main points you have made in your paper. If you are stating an opinion or providing proof to support some position, this is where you make this explicitly clear. Often these paragraphs begin with sentences such as “In conclusion, ….”

Be sure to put your references on a separate page, in alphabetical order. You should try to have at least two references. One can be your textbook. Cliff notes and blogs do not qualify as a reference. At least one of these references must be an in-text reference. Your references should be from academic sources or professional publications. If you need a refresher on how to quote references, this website may be of help: http://www.library.cornell.edu/resrch/citmanage/apa

Be sure to follow these few rules, otherwise, you will not receive full credit for your essay. Happy writing!
References

This is a hanging indent. To keep the hanging indent format, simply delete this line of text using the backspace key, and replace the information with your reference entry.
If the assignment is to write a memo:

1. Prepare a cover page as shown previously
2. Prepare a reference page as shown previously
3. Prepare a memo similar to the format of the Introductory Memo we reviewed during the first class of the course.
   a. Top line should say “Memorandum” in bold large font, centered
   b. Standard one inch margins on all sides, with 12 point Times New Roman font, or something similar
   c. Should contain To:, From:, Date: and Subject: lines, all double spaced
   d. The first paragraph should state the reason for the memo, subsequent paragraphs should address the facts and purpose of the memo and the closing paragraph should summarize your points.
   e. Memos typically are not signed, but can be. If you do not sign your memo, be sure to initial next to your name in the introduction section on the “From” line.
   f. If your memo is more than one page, be sure the number the pages in the footer.
   g. The body of the memo should be single spaced with a space between each paragraph.