

Requested Research Paper Formatting Checklist

To help you apply the final touch to your research papers, we request that you ascertain that the following components have been completed.



Content and Formatting

1. Include a **Cover-sheet** with **your title Centered** as well as your *Name, HUID#, Date, ENVR S-130 Global Climate Change, Status (e.g. Graduate, Undergraduate)*.
2. Your work has been **double-spaced**.
3. You have used **1-inch margins**.
4. Your **font-style** is something standard such as *Times* or *Arial*.
5. The **font-size is 12 pt**.
6. Although we support sustainable measures, **use one side of the paper**.
7. Number Pages, and put your Name on each page.
8. You have included a bibliography using a single correct citation style (*e.g. APA is recommended*.) A standard bibliography will be sufficient.
9. Your paper should not be in excess of 10 type-written pages of text for your argument. These 10 pages are non-inclusive of your bibliography; your bibliography will require additional pages.
10. Please **Proofread your paper**, and have a trusted friend proofread your paper.
11. **Spell-check** your work!
12. **Always verify that your paper is not “talking” but you are as the author.** (*E.g. This paper will analyze or this paper will explain or this paper will calculate....*). If your paper can actually do this, consider a patent.