

Guidelines for:

Assignment 2

- Margin:** Set page margins to 1 inch on all sides. (or format as instructed)
- Paper size – Letter or A4
- Main Heading:
 - Font and Font size – Times New Roman / 14 (or as instructed)
 - All Capital or Title case, Bold and Centered (or as instructed)
 - double space between heading and subheading
 - triple space between subheading and body
 - Subheading align left or centered
 - Subheading bold closed capital with 1 or 2 spaces between words OR Initial capital underline or bold
- Body:
 - Used double line spacing for paragraph
 - Indent the first line of every paragraph 0.5 inches
 - Use a legible font (e.g., Times New Roman 12pt)
 - Use same font throughout the paper
 - 2 clear line spaces before the body text
 - Place shoulder heading in initials caps and underline or Closed capital with or without underscore
 - Left align shoulder heading (see rules for paragraph and marginal headings)
 - Triple line spacing between preceding paragraph and shoulder heading
 - Apply rules for enumeration and inset
- Each page, including the title page, should have a page number in the top-right corner (some student papers omit the page numbering on the cover page and table of contents page)
- Document free from typographical/grammatical error

Optional:

- ♣ **Marginal headings:** type in left margin or indented; closed capital or initial capital; bold or underscore optional; no full stop after heading.
- ♣ **Paragraph heading:** first line of paragraph; left align or indented; closed capital or initial capital; underscore or bold optional; colon or full stop after (3 spaces); no punctuation after heading (two spaces); heading part of opening sentence (1 space)