

1ST PAGE: TITLE

Turn on ruler view

- View
 - Check Ruler

Set up margins

- Page Layout
 - Margins
 - Normal (all 1 inch)

Set up line spacing

- Home
 - Paragraph
 - Line spacing = double
 - Before and After = 0 pt

Set up running head

- Insert
 - Header
 - Edit header
 - Under Options, check Different First Page
 - Under Header and Footer
 - Page number
 - Top of Page
 - Plain #3 (right justified)
 - Type left of page number:
 - Running head: ABBREVIATED TITLE
 - Space until title is at left margin
 - Control Enter to get to top of 2nd page
 - Under Header and Footer
 - Page number (should show up on paper as 2)
 - Top of Page
 - Plain #3 (right justified)
 - Type left of page number:
 - ABBREVIATED TITLE
 - Space until title is at left margin



Set up Title

- Go back to the first page, about 4 inches down
 - Center the full title of your essay
 - Center your full name, including your middle initial
 - Center the name of your school

2nd PAGE: ABSTRACT

- Center the word Abstract at the top of the page
- Do not indent the paragraph
 - Write a one paragraph, brief, comprehensive summary of the essay.
 - 150 to 250 words
- After the Abstract paragraph
 - Indent five spaces
 - Type the word *Keywords* (Italicized) followed by a colon
 - Type the key words for your essay—think what someone might put in a search engine to find your essay. Do not italicize or capitalize these words.