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Text: Choose an easily readable typeface like Times New Roman, 12-point font. Double space lines. Check the box labelled "Don't add space between paragraphs of the same style" (See *figure 1*). Each paragraph is indented once using the [Tab] key. Press [Enter] once between paragraphs.

Page Number: Add a page number with your last name to the left of it (See *figure 2*). Make sure it's the correct font (See: *figure 3*).

Margins: Use 1-inch margins all around the paper (See: figure 4).

Heading: The heading is to the left of your first page, and it includes, in order:

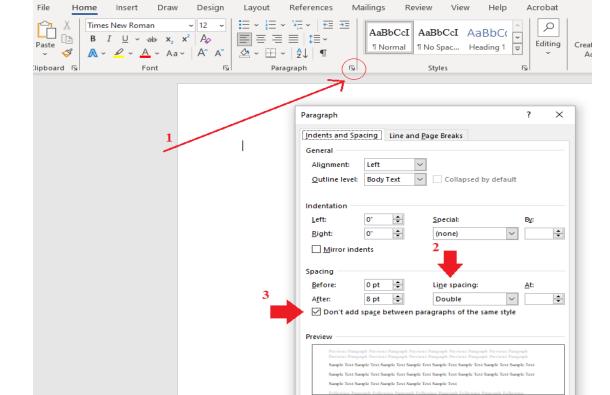
- Your first and last name
- Professor's Name
- The Class Title

Figure 1

- The due date (day month year) (Ex: 15 February 2024)

Title: The title is centered on the page after the heading (See: *figure 5*).

Work(s) Cited Page: This is the final page. Citations follow in alphabetical order, complete with hanging indentions (See *figure 6*). Title the page "Work Cited" for a single citation, and "Works Cited" for multiple citations (See: *figure 7*).



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Figure 2

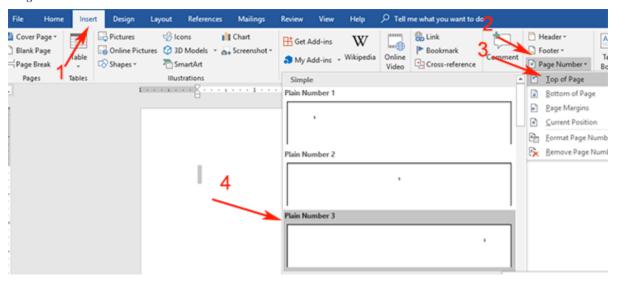


Figure 3

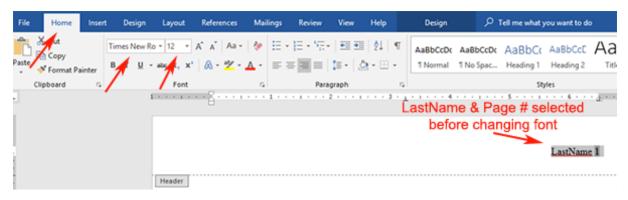
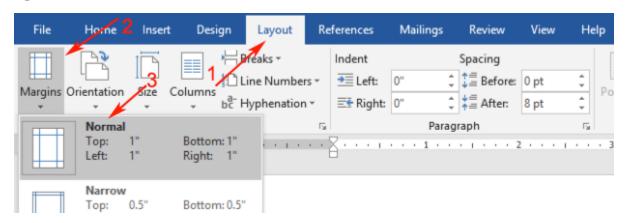


Figure 4



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Figure 5

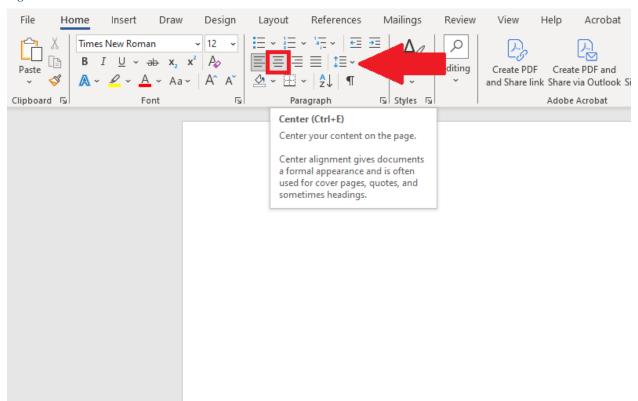
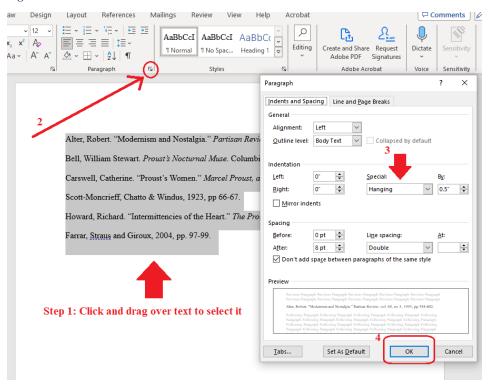


Figure 6



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Figure 7

