Department of Religious Studies
Formatting Guide

- Use 1 inch margins on all sides.

- Use **12 point font (Times New Roman)** for entire paper.

- Number all pages, including the title page (if you use one). Have a page number in a header, upper right corner, one inch from right side of the page.

- Double space the entire paper with no extra spaces between paragraphs.

- All paragraphs must be indented.

- If a title page is used, center the title page information, double space it, and position it in the upper half of the page.
  - **Title Page/Title Format:** Modifications to the APA style approved by the department are specified below.
    - The title should include the following:
      - Title of paper
      - Student’s name
      - Course number and name
      - Date

- Start the body on a separate page with the title in upper and lower case, centered at top of first page of the body.

- Start references on a separate page which has “References,” centered at the top of the first page of references.

- Cite all references as sources within the body of the paper (see Citation Guide).