

NAME OF UNIVERSITY OR INSTITUTION

PAPER TITLE  
(DOUBLE SPACE SUBSEQUENT LINES)

SUBMITTED TO [NAME OF PROFESSOR]  
IN PARTIAL FULFILLMENT OF  
COURSE NUMBER AND TITLE

BY  
YOUR NAME  
MONTH, DAY, YEAR



PRIMARY HEADING  
LONG TITLES ARE SINGLE-SPACED ON SUBSEQUENT LINES

The top margin is two inches for the first page only. There are two blank lines between the title and the text (or subheading if there is one). The left, right, top, and bottom margins are one inch.

The first pages of chapters are formatted like the primary heading.

Indent the first line of subsequent paragraphs. All main text should be set in a standard 12-point font, such as Times New Roman.

**First-Level Subheading**

Keep two blank lines between the text of the preceding section and a subheading, regardless of the level. A first level subheading is centered, bold, and capitalized headline style.

Second-Level Subheading

There are two blank lines between the text of the preceding section and the subheading. A second-level subheading is centered and capitalized headline style.

***Third-Level Subheading***

A third level subheading is on the left margin, in bold, italics, and capitalized headline style. A heading should never be the last text on a page. If necessary, add extra blank space at the end of the page and begin the following page with a heading.

Fourth-Level Subheading

A fourth-level subheading is on the left margin, capitalized headline style.

The page numbers for the noninitial pages of the paper (or chapter) are located at the top right corner. The text of the body of the paper is double-spaced except for blocked quotations.

This is a blocked quotation. It should consist of five or more lines of text and be indented one-half inch. Block quotations should be single-spaced. No quotation marks are used at the beginning or the end of the quote. Double quotation marks within the original matter are retained. The blocked quote is set off by a regular double space before and after the quote. Note that regular spacing resumes after the end of the quotation.<sup>1</sup>

After a block quotation, return to double-spaced text justified to the left margin until you finish the paragraph.

Footnotes at the bottom of the page are separated by a two-inch rule.<sup>2</sup> Maintain subsequent numbering in notes. Make sure a footnote and the text to which it refers are on the same page. When a word processor such as Microsoft Word does not accomplish this automatically, adjust the line spacing to “exactly” on the “paragraph” window.

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<sup>1</sup> The first line of a footnote is indented one-half inch. A 10-point font is acceptable. Footnotes, unlike the main text of the paper, should be single-spaced.

<sup>2</sup> Separate each entry with a single space. (Change this setting in the Paragraph settings.)

## BIBLIOGRAPHY

Leave two blank lines between the title and the first entry. Justify the first line of each entry to the left margin; indent subsequent lines one-half inch. See *SBLHS* 6.2–5 for samples of the correct format. A bibliography consists of one list of the sources—alphabetical, by author—you consulted or cite in the paper. Separate the entries with one blank line. The entries themselves are single spaced. The bibliography follows the appendixes (if any) and is numbered consecutively.

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