

# UNBOUND RESEARCH PAPER SETUP INSTRUCTIONS

An Unbound Research Paper is a formal paper that follows very specific guidelines. Most papers that are written in high school and college will need to include the following components.

## TITLE PAGE

### 1. MARGINS

- a. Top, Left, Right and Bottom = 1"
- b. Set Margins
  - i. Click on File - Page Setup
  - ii. Top = 2" - tab - Bottom = 1" - tab - Left = 1" - tab - Right = 1"
  - iii. Click on OK

### 2. TITLE PAGE

- a. Title
  - i. Click the following to change the format
    1. 14
    2. Bold
    3. Center
    4. All words in title should be ALL CAPS (press the Caps Lock) key
  - ii. Type the title
- b. Student Information
  - i. Hit the Enter key 15 times after typing the Title
    1. Reformat the text to default
    2. Hit enter 15 times
    3. Type the following information: **by**
    4. Hit enter 1 time
    5. Type the following information: your **first and last name**
    6. Hit enter 15 times after typing your name
- c. Class Information
  1. Type the following information: **Instructor Name**
  2. Hit enter 1 time
  3. Type the following information: **Subject - Hour**
  4. Hit enter 1 time
  5. Type the following information: Date Written  
*(Usually the due date)*
  6. Hit enter 1 time

### 3. PAGE BREAK

- a. Click Ctrl-Enter at the same time

# PAPER

## 1. PAGE NUMBERS

- a. Click on **Insert -- Page Numbers**
- b. Choose **Top of Page** from the pull down
- c. Choose **Right Corner** from the pull down
- d. Deselect "*Show numbers on 1<sup>st</sup> page*"
- e. Click on **OK**

## 2. HEADER

- a. Click on **View - Header**
- b. **Align Right**
- c. Type your **Last Name**

## 3. PAPER TITLE

- a. Format the Title
  - i. Size 14 font
  - ii. Bold
  - iii. Centered
  - iv. ALL CAPS
- b. Type the title

## 4. PAPER FORMAT

- a. Format the Paper Font
  - i. Reset your font to Size 12,
  - ii. NOT Bold
- b. Hit enter 2 times
  - i. Align Left

## 5. DOUBLE SPACE

- a. Double Space the Paper
  - i. Click on **Format -- Paragraph**
  - ii. Locate **Line Spacing**
  - iii. Click the pull-down arrow and choose **Double**
  - iv. Click on **OK**

## 6. CHECK FORMAT OF BODY

- a. **Times New Roman** font
- b. Size **12** font
- c. **Align Left** (alignment)

## 7. INDENT PARAGRAPHS

- a. Use tab key to indent

## REFERENCES

This is a reference list of all sources used when writing the paper.

### 1. TITLE

- a. Hit enter one time after the last sentence of your paper
- b. Type the title, **REFERENCES**
- c. Highlight the word, “REFERENCES”
- d. Format the Title
  - i. Text is Times New Roman font
  - ii. Size 14
  - iii. Centered
  - iv. Bold
  - v. ALL CAPS

### 2. CREATE YOUR CITATIONS

- a. Go to [citationmachine.net](http://citationmachine.net) to help create the cited source
  - i. Create the citation
  - ii. Copy and Paste the citation in the References section of your paper
    1. Sources should be in alphabetical order

### 3. FORMAT OF SOURCES

- a. Check the formatting of the font
  - i. Highlight all of the sources
  - ii. Text is **Times New Roman** font
  - iii. Size **12**
  - iv. Line Spacing: Single
- b. The first line of each source starts on the left margin
- c. Every other line of an entry is **indented**
  - i. Hanging Indent
  - ii. Go to the end of the first line and hit Enter
  - iii. Click tab one time
- d. Double-space between each entry
  - i. Hit enter 2 times after each entry
- e. All entries must be in **alphabetical** order

## USING CITATION MACHINE

1. Open [citationmachine.net](http://citationmachine.net)
  - a. Click on **MLA**
  - b. Click on type of document (If a web-site, click on **Web Document**)
2. Open a new internet window and go to the site being Referenced
3. Gather the following information from the site:
  - a. **Page Title** (Topic)
  - b. **Site Title** (Name of web-site)
  - c. **Date Published** or Updated
    - i. Usually found near the bottom of the page
  - d. **Date** information was retrieved - found by you
  - e. **URL** - Web address of the site
4. Type the information in the correct boxes on citationmachine.net
5. Click on **Submit**
6. Copy the information from the gray box
7. Paste the information to your paper
  - a. Under the **REFERENCES** title
  - b. In **alphabetical order**
8. **Highlight and format** the References properly once you have pasted all of them.
  - a. See REFERENCES section - Page 2

**Remember - You must use 3 sources for this project**

Page Title	
Site Title	
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