Public vs Private Colleges Paper details: Length: 1,000 word paper (It can go over 1,000 words, but do not have less. You must have 1,000 words for the body of your paper- does not include footnotes, title page, or bibliography) 2) Make sure to cite everything properly to avoid plagiarism. • If your paper does not have Footnotes, you will receive a 0. • If your paper does not have a Bibliography, you will receive a 0. • If your paper contains plagiarism, you will receive a 0. The print font should be 12-point size using Times New Roman. Always check the instructor’s requirements before submitting your paper. ➢ The document should be double-spaced except for footnotes and within citations on the BIBLIOGRAPHY page. ➢ The margins at the left and right of the page should be one inch. ➢ Indent the first line of each paragraph ½” (usually the setting of the Tab key). ➢ The margins should align on the left only (do not justify margins). ➢ The margins at the bottom of the page should be one inch. ➢ The margins at the top of the page should be one inch. Title Page ➢ Center everything on the page. ➢ If the title is longer than forty-eight spaces, type it in two or more double-spaced lines. ➢ Center the paper title 1/3 page down. ➢ Center your name, the class, instructor, and date 2/3 down Footnotes ➢ Single-space after the last line of the text and type an unbroken line twenty spaces long (approximately two inches), beginning at the left hand margin. ➢ Single-space after this line. ➢ Indent the first line using the same indentation as used for paragraphs. ➢ Footnotes are single-spaced within each entry with a double-space between entries. ➢ The footnote number should be an Arabic number followed by a period. If a footnote runs longer than a line, do not indent the next line. ➢ Within the text, the superscriipt number should be at the end of the 1) Do not use more than two “be” verbs in each paragraph o “Be” verbs = am, is, are, was , were, be, being, been o Points will be deducted for all other “be” verbs found in that paragraph. 2) Do not use contractions o Write out your words Ex. Can’t = cannot ; don’t = do not 3) If you use numbers in your paper: o Write out the numbers 1-100 (so one, two, three, and so forth) o If it is a number over one hundred, you can simply type the number (1,000, 250, etc.) 4) Do not use abbreviations o This is a formal research paper, so do not use abbreviations such as thnxs, lol, ppls, etc. 5) Write in third person o Do not use first person (example: I believe this painting represents the artist’s struggle with mental health issues.) Personal pronouns = I, me, we, mine, etc. o Instead, your paper should be written in third person (example: Picasso’s paintings represent the artist’s struggle with mental health issues.) 6) Use footnotes, not endnotes. o Your paper should have a title page, footnotes, and a bibliography page. 7) No quotes or block quotes. o If you have a quote you feel is imperative to include in your paper, you MUST get it approved by me or points will be deducted.