You must meet these format specifications, *exactly.* Points will be deducted for each format error.
See p. 2-3 for a sample/template.
See p. 3-4 for information on citing sources.

**Overall formatting**
- Required margins: 0.7 left and right; 1.0 top and bottom
- Required font: Times New Roman or Cambria (use *either* Times New Roman or Cambria *throughout* your paper; do not switch from one to the other within your paper)
- Required font size: 10 pt for main text, header, footer, and sources

**Required font size and format for title and section headings:** 12 pt ALL CAPS BOLD (see below)
- Required line spacing: 1.0 (NOT 1.25 or 1.5)
- Indent paragraphs: set tab default* (see below) at .03
- Full justify all text* (see below)

**Format for Title and Section Headings**
- 12 pt. ALL CAPS BOLD
- Space between TITLE and main text
- Space between HEADINGS and text

**Format for Header and Footer**
- **Header:** Left, 10 pt Times New Roman or Cambria, **bold**
- **Your full name** (for example: Tyler Smith)
- **Your 0011 or 0711 section and engineering instructor** (for example: Vidic 2:00)

- **Footer:** Left, 10 pt Times New Roman or Cambria, **bold**
- **Your last name and the page number** (for example: Smith 1)
- Date of submission mm.dd.yyyy (for example: 09.08.2017)

*Set “default tab stops” at 0.3*  
*Highlight your text and click the full justify button to “full justify” your text*
Here is a sample of what your paper must “look like” (of course, your number of paragraphs and length of paragraphs, within sections, might be different)

TITLE OF YOUR PAPER

HEADING FOR SECTION 1

HEADING FOR SECTION 2

HEADING FOR SECTION 3

Newborg 2
Further information on citing source material within your text and on formatting “bibliographic” information within your SOURCES section

What needs to be cited?
- Any information/material from a source other than you must be cited. The information must be cited in your text and must have corresponding bibliographic information in your “Sources” section. Paraphrased or summarized information must be cited. Direct quotations must be placed within quotation marks and must be cited.
  - a “source other than you” = relevant information provided by someone or something that is not you
  - this information might come from a class; a conversation; an email; or an interview (for example, the source might be an instructor; an advisor; an upperclassman; a friend/colleague; and/or your aunt Kerry Lux, a chemical engineer at PPG Industries)
  - this information might come from a Web page/Web site
  - this information might come from an article in a newspaper or a magazine, accessed via hard copy or digitally
  - this information might come from a video
  - this information might come from a book

How is the source information cited within the text?
- Every time you use source information in your text, that source material/information must be accompanied within your text by a bracketed reference number (for example [1]). This bracketed number = the “in-text citation”
  - Place in-text citation numbers in brackets—for example, [1]. Do NOT use any other in-text citation format (do NOT use parentheses; do NOT use “superscript”)
- In-text citation numbers go in numerical order beginning with [1]. [1] accompanies the 1st source material you use in your paper; thus, the 1st source material you include in your paper will always be [1]
When using a direct quotation in your paper

- When using a direct quotation in your paper, the in-text citation must be placed right after the quoted material.
- Bracketed citation numbers go after quotation marks and before punctuation marks; for example, “quoted source material” [1]. (not “quoted source material.” [1])

When paraphrasing or summarizing source material

- When using a phrase or a summary of source material, place the citation number right after the paraphrase or summary. If, within a paragraph, information/commentary/explanation of your own follows the paraphrased source material, do not wait until the end of that paragraph to put the bracketed citation number for the paraphrased source material! **Put the citation right after the paraphrased source material!**
- Bracketed citation numbers go after a paraphrase or summary and before punctuation marks; for example, paraphrased source material [2]. (not paraphrased source material. [2])

If you are using material from the same source more than once in your paper

- If you are using material from the same source more than once in your paper, you simply use the same number for that material, again. For example, if the first source information you use in your paper is from the Bioengineering page of the SSOE’s Web site, you cite that with [1]. If, 3 paragraphs later in your paper, you use further information from that same Bioengineering Web page, you again use the in-text citation number [1]
  - Every time you use different source, you use a new number. You will know which number to use because citation numbers go in ascending numerical order: 1st source material = [1]; next source material = [2]; next source material = [3], etc.

How are the sources included/formatted in the SOURCES section?

- **Every in-text citation in your text will have a corresponding source number in your Sources section**
  - In your Sources section, you must have a corresponding number for every bracketed in-text citation number.
  - This number in your Sources section goes right before the “bibliographic information”
  - Depending on the type of source, this bibliographic information might include the source author’s name or a speaker’s name; the title of an article or title of a Web page; the title of a newspaper/magazine or the title of a Web site; the date of a lecture or conversation or correspondence or a date of publication; for Web-based source, a date of access; for a lecture or correspondence, the date the lecture or correspondence took place.
- **For example**, say the 1st source material you use in your paper is from the Bioengineering page of the SSOE’s Web site. Your in-text citation number for this material is [1]. In your Sources section, you will provide the bibliographical information for that source at the number [1]—like this:

How is the “bibliographic information” (author, date, url, etc.) of sources formatted/arranged in the SOURCES section?

- The usual order and format is: The first initial and last name of the author. “The title of the article or the Web page.” The title of the newspaper or magazine or the title of the Web site. The date of publication. The date you accessed a Web publication. The URL of a Web publication. The page number.
  - For example, here is correctly arranged the bibliographical information for material from a New York Times article:
  - Here’s an example of a Web page
  - Here’s an example of an advisor or instructor in a lecture/class
Note that some kinds of sources do not provide particular “bibliographic” details. A Web page or digital source often will not have an actual page number. An “in person” lecture will not have a publication date, an “accessed” date, a URL, or a page number. A Web site or Web page might not provide an author’s name or a publication date. In these cases, include the information that is available in the overall order noted above.

When I “full justify” the information in my Sources section, some of the spacing between words goes all kerflooey!

This is not a problem and no points will be deducted for the odd spacing between words when “full justifying”