

Set Up of All Reports

- Font size on Title Page is to be 24 or 26 and in Times New Roman
- The body of the report is to be in 12 or 14 size font and in Times New Roman
- All titles within the report must be (12) 16 or (14) 18 font and in Times New Roman
- Skip lines between paragraphs (Block Format). Do not indent
- Margins should be 1 inch on top, ½ inch on each side and on the bottom of ALL pages
- Use spell check. Misspellings are counted as part of the grade when typed – red line
- Watch grammar. Check for all grammar mistakes – green line
- DO NOT COPY. MAKE SURE YOU PUT INTO YOUR OWN WORDS
- DEFINE/EXPLAIN ALL SPECIFIC WORDS
- DO NOT USE WIKEPEDIA ENCYCLOPEDIA
- NEVER USE MORE THAN 1 ENCYCLOPEDIA FOR A REPORT – You can use a Bibliography Encyclopedia with a regular encyclopedia.