

General Formatting

- typed in 12 pt font
- double-spaced
- printed on 8.5" x 11" paper
- 1.25 inch margins on all sides
- first line of each paragraph indented 1 Tab

Title Page

Paper Title

Your Name

Your University's Name

Total Word Count

Page Numbers

- title page is numbered page 1
- all pages are numbered consecutively, including References page

Abstract

- optional (ask professor if required)
- appears on page 2
- 150-200 words
- paper title is repeated at the top of the page, before abstract
- below abstract, write "Key words:" and list 3-5 words that describe the topic of your paper

Body of Paper

- starts on page 3, if abstract is included; starts on page 2, if not
- paper title is repeated at the top of the page

Block Quotations

- if your quotation is 40 words or more:
 - do not use quotation marks; instead, put the quotation in its own paragraph
 - indent each line of that paragraph 1 Tab space
 - use single spacing for block quotations

Headings

- ASA encourages students to use headings to label different sections of their papers (except for the introduction)
- all headings appear flush left (i.e. not centred)
- if more than one level of heading is required, style them as seen below:

FIRST-LEVEL HEADING (all upper case, roman font)

Second-Level Heading (title case, italics font)

Third-level heading (sentence case, italics font)

Lists

- when listing items within your sentence, use the method below:

The most common forms of body modification across cultures are: (1) tattooing, (2) scarification, and (3) piercing.