

Step 1: Set all four margins to ½". Space down 10 spaces. Use the arrow keys to return to the top of the page. Insert a text box into which you will put the MA2S logo, which you can get from armadaschools.org/ma2s/ above the Abstracts box in the Student Research link. When you have the logo placed into the text box so that it is 1.75 inches from top to bottom and 3 inches wide (just like this one) format the text box to get rid of the line around it. Place the box so that the font is ½" from the top of the paper and ½" from the side of it (Just like this one). You will be able to tell where it should go on the side because the body of your paper will be ½" from the side. A text box is easy to move. Stretch logo to fit box.

Create another textbox that starts immediately after the logo text box and stretches to ½ inch from the end of the page. It should be ½" from the top of the page. You will put your title in **size 20-24 non-bolded Impact font** in it. Font size will depend on the length of your title. Left justify the title (automatic setting in a textbox, and capitalize key words. Format the lines around the box to not show - see the note under the table below for instructions on how to do this. Go to the spot that marks the 10 spaces down that you did earlier. It should be immediately under these two text boxes. Hit enter twice. Insert a break by going to Insert, choose Break, then Section break Continuous.

At this point place a line across your paper by selecting the U above and hitting tab. Hit enter at the end  
**Keep the underline on and type, Student Research By: Name, Name, Name, and Name in Impact Size 12 font.** At the end, turn off underline, hit enter twice. At this point you should go to Insert on the menu bar, select break and select continuous. This will help you keep two even columns.

## Sub-Titles

Use Impact font size #14 for subtitles as shown – not underlined – and size 12 Times Roman for the body of the section (like what you are reading, now). Subtitles should include Abstract, Introduction, Methods and Materials, Results, Discussion, Conclusion and Bibliography. You should do all of this and the following sections in single column format until it is time to create two columns. There are no spaces between a sub-title and body of text under that title. Insert a continuous break after you type the word **Abstract**.

## Paragraphs

There are spaces after the body of text before a sub-title, and the space is size 12 Times Roman – exceptions to this would be following tables or figures. Indent all paragraphs in the same manner as this one, i.e. 2 dash marks in, see tab mark above. The margins should be ½ inch on each side and ¼ inch between the columns. Use size 12 Times New Roman font for the body of your paragraphs. Paragraphs should be fully justified, which you will do by selecting all of the typing below the names and hitting the Fully Justify button on the tool bar above. Do this after you have done all of your typing but before you put it in two columns.

## Tables

It is a good idea to put tables and figures in text boxes because it makes it easy to maneuver them into exact placement after you go to two column format. Keep in mind that when you add a text box, Word has a crazy formatting box that sends your document sprawling in a way that can be disconcerting. Don't worry about it, just go into that weird box that Word inserts and drag the outline of text box. After you have done that, the typing should go back to where it was, and you can then drag your text box to the place where you want it to be located. Tables should be labeled at the top in Impact Size 14 font (not bolded) starting with: **Table 1: Appropriate Title**. The rest of the table is done in size 12 Impact font. If there is a large amount of information in a table, the table may be stretched across the entire width of both columns of the paper as shown below. Tables should appear in the paper close to where they are referenced. It is usually easier to type the body of the paper first and come back and insert tables and figures at appropriate places as a last step. Try not to leave uneven columns at the bottom of pages. Sometimes the top or bottom of a page is a good place to put a table that will stretch across both columns, provided it is referenced in the work on that page,

**Table 1: Features of the Paragraphs Above (Word Count)**

Features↓ / Paragraph→	Sub Titles	Paragraphs	Tables	Figures	Bibliography	Final Notes
Words	26	56	122	100	132	50
Characters w/Spaces	189	322	653	593	709	249
Lines	4	7	13	12	16	7

Be sure to turn off the lines around the text box by right clicking, hitting format text box. Select line color, no line

the next page, or the previous page. Tables and figures should have descriptive titles.

## Figures

Figures should be labeled at the bottom (floor) with Size 12 non-bolded Impact font: **Figure 1: Appropriate Title**. In both tables and figures the key words are capitalized. The only words that are not normally capitalized in titles are articles or prepositions. Both figures and tables should be easily legible. Once again, if there is a lot of information, the figure may be spread across two columns.

## Bibliography

The bibliography should follow proper MLA format and be included as the last item on the paper. If you do not reference an item or article in the body of your paper then there is no reason to cite it in the bibliography. This is where use of your background paper and lit reviews comes into play. Use these sources as reference points for your work. Be sure to cite any work from other sources in the main body of your paper when used. Phrases, sentences or paragraphs taken verbatim from other sources must be in quotes and the citing must be made at each usage. Paraphrased information that has been taken from another source and put in your own words need not be in quotes, but the source must still be cited at the end of every sentence.

At MA2S we are going to use the style where you put a number in parentheses at the end of the sentence that you cited. The first time you cite a source in your paper, put a (1) after that sentence in regular type, not subscript or superscript. That source will be the first source you list in your bibliography, which will not be done alphabetically as a result.

## Some Final Notes

If your final page does not come out evenly at the bottom it looks better if you finish the first column and have a shorter second column. You do this by going to the end of the last sentence in the second column and hitting enter until the first column is at the bottom of the page. You may have to move your tables or figures around some in order to get them to look good and be close to the spot referenced in your paper.

The easiest way to get your tables and figures to fit is to determine where you want them in your paper. When you have done that, go into the first column and hit enter until you get the space you need

in that column. Then go into the second column at the same starting spot as in the first column and hit enter until the same sized space has been created in the second column. (For those proficient with the use of Word, you can use two section breaks to create the space instead of hitting enter in both columns the same number of times.) Then grab the text box with your table or figure and drag it into the space. When you do this you may notice that the second column drops down one line closer to the table or figure. This is because you selected the sub-title called Abstract when you created two columns. You may be able to avoid this effect, and it's ok to have it, by selecting everything under Abstract to put into two columns. Realize that this can create other issues with formatting at a later time.

Finally, indent the lines of every new paragraph by setting tabs two spaces in from the left-most margin of each of your columns.

Don't leave sub-title headings dangling by themselves in one column or at the bottom of a page. Either use the delete button to pull things to the sub-title, or hit enter above the subtitle and move it to the column where the body of its text is or to the next page.

If you follow these instructions, you should never have formatting errors for the rest of your career at MA<sup>2</sup>S.

