

Step 1: Hit enter 10 times. 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/ under the Abstracts box in the Student Research link. When you have the logo placed into the text box so that it is about 1.25 to 1.5 inches from top to bottom and 2-3 inches wide, format the text box to get rid of the line around it. Place the box 1/2 inch from the top of the paper and 1/2 inch from the side of it. You will be able to tell where it should go on the side because the body of your paper will be 1/2 inch from the side. A text box is easy to move.

Create another textbox here into which you will put your title in size 20-24 font, depending on the length of your title. Left justify the title (automatic setting in a textbox, and capitalize key words. Put it 1/2" from the top and right side of the paper. Format the lines around the box to not show. See the note under the table below.

At this point place a line across your paper by selecting the U above an hitting tab. Hit enter at the end

Keep the underline on and type, Student Research By: Name, Name, Name, and Name At the end, turn off underline, hit enter

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 bold font size #14 for subtitles as shown. 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.

Paragraphs

There are spaces after the body of text before a sub-title. Indent all paragraphs in the same manner. The margins should be 1/2 inch on each side and approximately 1/4 inch between the columns. Use Times New Roman and font size #12 for the body of your paragraphs. Paragraphs should be both left and right 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.

Table 1: With Its Associated Title 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, the next page, or the previous page. Tables and figures should have good descriptive titles.

Figures

Figures should be labeled at the bottom (floor) with: "Figure 1: With the Appropriate Title" Notice

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

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. Tables should be labeled at the top starting with:

that in both tables/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 so once

again if there is much information the figure may be spread across two columns. Titles of figures or tables should be in the same font style as used for the subtitles although the size may vary depending on space requirements. In any case the size should be no smaller than #12.

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 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.

Some Final Notes

If your final page does not come out evenly at the bottom it looks much better if you equalize both columns. 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. 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 MA²S.