

## SCHOLAR RESEARCH PAPER FORMATTING GUIDELINES

The following recommendations are intended to provide you with some general guidelines to keep in mind as you work on your research projects and ultimately begin to formulate what will be the final research paper you submit for final approval. As we have discussed, we do recognize that not all of your papers will follow this exact format given the wide range of disciplines. However, we are interested in achieving consistency in formatting and quality with these projects. Your papers should have correct punctuation, grammar and be free from all typos. You should generally adhere to the following format and recommendations, however, **defer to your mentor's guidance** when it comes to the accepted citation and research paper format within your discipline.

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### **Your paper should include the following sections (in this order):**

- Title Page—should include:
  - Research title (bold & 14-pt.)
  - Your name
  - Your mentor's name (ex. *Faculty Mentor*: Jane H. Doe, Ph.D.)
  - Date
- Research Abstract or Summary
  - “Abstract” should be centered at top of page.
  - Should be between 150 and 250 words & briefly cover the following:
    - Introduction—provide a brief outline and background for project
    - Purpose Statement—explain why you are doing this project
    - Methodology—how you carried-out the research
    - Results & Conclusions—what you found & the implications of those findings
- Introduction—Overview of research
- Literature Review
- Methodology—How research was conducted
- Results
  - May not need to include a results section, depending upon the specific requirements of your discipline. You may wish to combine the ‘Results’ and ‘Discussion’ sections.
- Discussion/Conclusion—Research conclusions & interpretation of findings
- References or Bibliography
  - Begin on a new page with “References” or “Bibliography” bolded and centered at the top of the page.
  - *Follow the standards dictated by your writing style (e.g. APA, MLA).*
  - Authors should be cited in alphabetical order.

### **McNair Research Paper Formatting Guidelines (continued)**

- Appendices (ex. graphs, photos, etc.)
  - Should be labeled as APPENDIX A at the top of the page (subsequent appendices should be labeled with consecutive letters).
  
- **For those in Humanities Disciplines** (e.g. history, English, etc.)
  - You are not required to include a Method or Results section.
  - Your paper should still include an Introduction as well as a Discussion or Conclusion section.
  - Subheadings should be used to differentiate between different sections of the paper and/or Introduction (ex. Conceptual Framework or Role of Art in Renaissance Society)
  - References or Citations should be reported according to your chosen style, such as MLA, Chicago, or Turabian, and should be kept consistent throughout the paper.
  - You still must have a Works Cited or Bibliography even if footnotes are used within the paper.
  - All other paper guidelines apply (e.g. margins, page number position, etc.)

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#### **Other required items:**

- Font—Use Times New Roman 12-point
- Spacing
  - Text should be double-spaced.
  - Should be an extra space before a section heading (see example paper).
- Margins
  - All margins should be 1 inch.
- Page Headers
  - Shortened version of title.
  - Right-top corner of every page.
- Section Headings/Titles
  - Should be **Bolded** and centered on the page.
  - Subheadings should be *Italicized* and left-justified.
- Page Numbers—All pages (including the title page) should be consecutively numbered
- Quotations
  - Double-spaced and indented 1 inch from both margins.
- Widows & Orphans
  - Make sure that you do not leave one line of text all alone on the bottom of a page (e.g. a new paragraph) or a partial line of text by itself on the top of a page.
- Use consistent formatting in all areas (e.g. font selection, preparation of headings, margins, placement of page numbers, etc)
- Print only on one side of the page
- Tables, Charts, & Figures
  - Should follow the formatting guidelines of the paper style you are using (e.g. APA, MLA).
  - Other examples of acceptable table formatting can be seen in the example paper, which includes:
    - A clearly labeled and concise title (ex. Table 1: Descriptive Statistics)
    - Centered and bolded headings
    - A clearly labeled source