SOC323
Formatting your paper

Your paper should respect the following formatting guidelines:

- Name your file using your first initial and last name, and the course number, so that it is a unique name.
  - Example: pcampionSOC323
- Use a title page including the information required by the ASA style.
- Do NOT include an abstract.
- Use a font size of 12.
- Avoid unusual fonts. Times New Roman is a good choice.
- Use 1" margins (left, right, bottom, and top).
- Double-space the entire paper.
- Do not leave empty lines between paragraphs or sections.
  - MS Word has a default setting that leaves extra space between paragraphs, but that is not in accordance with ASA style, so go into the Paragraph menu and select a spacing of 0 before and after paragraphs.
- Watch the length of your paragraphs. A paragraph should not be longer than 3/4 of a page.
- Proof-read your paper before turning it in.
  - Pay attention to your spelling, grammar, and punctuation.
- Make proper use of capitalized letters.
- Do not use incomplete sentences.
- Do not use slang or colloquial language, unless you are quoting someone else who used it.
- Do not use numbered or bulleted lists in your paper. Write out everything in full sentences and paragraphs.
- Direct quotes of outside sources (excluding your movie) should represent NO MORE than 10% of your paper (so less than a page). As much as possible, rephrase and summarize an author’s thoughts in your own words. This shows me that you understand what you read, and that you are not just a parrot.
- Do not plagiarize.
- Include a reference list at the end of your paper, using the ASA reference format.

Using and Citing References

You are required to use at least three valid sources in your paper. Valid sources include books by scholars, peer-reviewed journal articles, government and other official reports, and reports from recognized research institutes. It is your responsibility to check the validity of your sources before using them. If you are in doubt, contact your instructor.

You are required to use the ASA format to reference your sources in the text and in a reference page. This applies to the required sources, your movie, and any additional sources. Your writer’s manual gives instructions on how to use ASA style, and you can find additional resources on writing, ASA style, and plagiarism in your Sociology LibGuide, tab “Find Web Resources.”

IF YOU PLAGIARIZE, YOU WILL RECEIVE A ZERO (0) FOR THE ASSIGNMENT.