
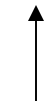


Heading (on all pages): running head plus page number  **Sea Biscuits 1**

Running Head: SEA BISCUITS



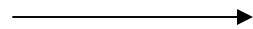
Running head (a shortened version of the title) is defined on the title page and used in the heading of your paper.

Title of Project



Effects of Organic Sea Biscuit Experimentation on Animals

Author's name



Cook E. Monster

Institution Name



Science and Mathematics Academy

Title, name, and institution are centered. Heading is right justified. Running head is left justified.

1. Type your text double-spaced, printed on one side of the page.
2. Use 12-point size font in Courier, Courier New, Times, Times Roman, or Times New Roman.
3. Set 1" margins at top, bottom, left, and right. If you intend to bind your document, you may set the left margin to 1½".
4. Remember that the sample literature review was not perfect, so don't attempt to follow it exactly.
5. Define/explain abbreviations and acronyms upon first use.
6. If using a title within the text, punctuate and cite it properly. Use quotation marks for titles of articles and other short works. Use italics for titles of journals, books, and longer works. Capitalize titles properly in the review.
7. Use past tense for studies that have already been completed.
8. Use formal language.
 - a. Eliminate all forms of first and second person personal pronouns.
 - b. Eliminate all contractions.
 - c. Eliminate slang and excessively used forms of words such as *deals with*, *a lot*, *goes into*, *discusses*, and *looks at*. Some alternatives follow: *explains*, *examines*, *explores*, *considers*, *conveys*, *analyzes*, *investigates*, *presents*, and *elaborates*.
9. Be careful with usage.
 - a. *then* – used to indicate time; *than* – used for comparison
 - b. Avoid unnecessary qualifiers such as *very* and *really*.
10. Use your blue APA citation sheets for guidance with your reference list.

Take some time to consult your faculty advisor about your literature review since its content is the precursor to your poster.

Submit your rough draft along with your final copy.