

Rules! rules! rules!

The *Chicago Manual of Style* states the following formatting rules. Check your assignment description in case your instructor has other instructions.

- The text should be double-spaced.
- Numbering starts on the first page of writing (*not* the title page), at the top right of the page.
- Reference list entries must have a hanging indent (to do this in Microsoft Word 2003, click Format, then Paragraph, then Special, and choose Hanging).
- There should be 1 inch (2.54 cm) margins all around (top, bottom, left, and right) on each page.
- Use Times Roman font, or a similar serif font.
- Each paragraph should be indented using the tab key.
- Reference list must be in alphabetical order.