

Format for the Synthesis Paper Final Draft – due April 4th

Basic formatting:

- Readable font, like Times New Roman, size 12, double spaced
- 8-10 pages
- Internal Citations and a Works Cited page (not your annotated sources, just citations)
- Page numbers must be included

Citations:

- In-text citations are expected in addition to the source list at the end of the paper.
- If you title your source list, “Works Cited,” it should only include those sources cited throughout your paper. You may want to use, “Bibliography.”
- When your quote exceeds four lines of text, you should use block quote format. See <http://www.englishdiscourse.org/block.quotes.htm> for how to properly use block quotes.
- If using MLA format, please see <http://www.monroecc.edu/depts/library/mla.htm> for questions regarding in-text citations and bibliography citations.
- If using APA format, please see <http://www.monroecc.edu/depts/library/apa.htm> for questions regarding in-text citations and bibliography citations.

Layout:

- Cover Sheet - title of the paper, your name, my name, your advisor’s name, and the date you hand in the paper
- Abstract – using the document previously submitted, omit the headings, and generate a logical paragraph that summarizes the abstract.
 - This should be titled “Abstract”.
 - This should be on its own page.
 - This page should not be numbered.
- Paper – the revised body of the paper that follows the Basic Formatting guidelines above.
 - The paper should reflect all suggestions from Mrs. Kiehl and your advisor/mentor.
- Bibliography – including only what you utilized for the paper and without annotations.
- Knowledge Base Paper Checklist – provided with your returned first draft.
 - This should be signed by your advisor/mentor.

Remember, this will be included on Fourth Quarter and is worth 150 points.