

Requested Research Paper Formatting Checklist

To help you apply the final touch to your research papers, we request that you ascertain that the following components have been completed. Your **Final Paper is due on December 7, 2016.**

One copy should be submitted to the [Final Paper Drop-Box](#), and the hard-copy should be mailed to

Dr. T.C. Weiskel
6 Spruce Avenue
Cambridge, MA 02138
USA

N.B. all papers must be received in "hardcopy," printed format on or before December 7, 2016

Content and Formatting

1. Include a **Cover-sheet** with **your title Centered** as well as your *Name, HUID#, Date, ENVR e-120 Environmental Ethics & Land Management, Status (e.g. Graduate, Undergraduate).*
2. You have a table of Contents with your content, and associated paging.
3. **If** you have Figures, and Tables, you should have corresponding *List of Figures* and *List of Tables*. These will be placed within your paper at the appropriate place within your writing. (Not everyone will have a list of tables/figures). If you have additional relevant and pertinent information, consider an Appendix, at the end of your research.
4. Your work has been **double-spaced**.
5. You have used **1-inch margins**.
6. Your **font-style** is something standard such as *Times* or *Arial*.
7. The **font-size is 12 pt**.
8. Although we support sustainable measures, **use one side of the paper**.
9. Number Pages, and put your Name on each page.
10. You have included a bibliography using a single correct citation style (*e.g. APA is recommended, MLA is acceptable.*). A standard bibliography is sufficient.
11. Your paper should not be in excess of 20 type-written pages of text for your argument. These 20 pages are non-inclusive of your bibliography; your bibliography will require additional pages.

12. Please **Proofread your paper**, and have a trusted friend proofread your paper.
13. Consider an appointment at the Harvard Writing Center to review your work.
14. **Spell-check** your work!
15. **Always verify that your paper is not “talking” but you are as the author.** (E.g. *This paper will analyze* or *this paper will explain* or *this paper will calculate....*).
If your paper can actually do this, consider a patent!

Good luck with your research writing!