

## General Standards

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### Use Appropriate Formatting

- Include page numbers.
- Use 1-inch margins.
- Use Arial, Courier, Times New Roman, or Calibri font style.
- Use 10-, 11-, or 12-point font size for the body of your text.
- Use numerals (1, 2, 3, and so on) OR spell out numbers (one, two, three, and so on). Be consistent with your choice throughout the assignment.
- Use either single or double spacing, according to assignment guidelines.

### Title Your Work

- If assignment **requires** a title page:
  - Include the assignment title, your name, course title, your professor's name, and the date of submission on a separate page.
- If assignment **does not require** a title page (stated in the assignment details):
  - Include all required content in a header at the top of your document.
  - **or** Include all required content where appropriate for assignment format.
    - Examples of appropriate places per assignment: letterhead of a business letter assignment or a title slide for a PowerPoint presentation

### Write Clearly

- Use appropriate language and be concise.
- Write in active voice when possible. [Find tips here.](#)
- Use the point of view (first, second, or third person) required by the assignment guidelines.
- Use spelling and grammar check and proofread to help ensure your work is error free.

### Cite Credible Sources

- Use credible sources to support your ideas/work. [Find tips here.](#)
- Cite your sources throughout your work when you borrow someone else's words or ideas. Give credit to the authors.
- Look for a permalink tool for a webpage when possible (especially when an electronic source requires logging in like the Strayer Library). [Find tips here.](#)
- Add each cited source to the Source List at the end of your assignment. (See the Giving Credit to Authors and Sources section for more details.)
- Don't forget to cite and add your textbook to the Source List if you use it as a source.

### Build a Source List

- Include a Source List when the assignment requires research or if you cite the textbook.
- Type "Sources" centered on the first line of the page.
- List the sources that you used in your assignment.
- Organize sources in a numbered list and in order of use throughout the paper. Use the original number when citing a source multiple times.
- For more information, see the Source List section.