Use 12-point Times New Roman font.

Center and double space the full title of your paper, your name, as well as the college name.

Insert page numbers in the upper right corner.

Flushed left, the words “Running head” should only appear on the title page. After a colon, put in a short version of your paper’s title in caps.

The short version of your paper’s title should appear on all subsequent pages (but the words “Running head” show up only on the title page).

Center the word Abstract. Do not indent the first line. Do not exceed 250 words.

The abstract succinctly summarizes your paper. It thus provides a quick overview of its focus and main points.
References

