

PLI Tutorial Series

Paper Submittal Guidelines

How to Format Written Assignments

All PLI courses follow the same paper submittal guidelines, so it's important to understand how to comply with these guidelines. The following step-by-step instructions are designed to be used with the MicroSoft Office Word 2007 word processing software.

▶ Papers must be saved in a format readable by Microsoft Word.

Using MS Word is the easiest way to comply with this guideline; just save your file using any “save” tool (in MS Word 2007 the default format will be .docx). Following are a few options:

- Hold down the CTRL key and type “s” to Save ... OR
- Click the F12 key for “Save As” to designate a different file name, file location, or file type ... OR
- Click on the “Office” button and select “save” or “save as” from the menu ... OR
- Click on the “save” icon.



If using any other word processor (e.g., older versions of Word, MicroSoft Works, OpenOffice Writer, etc.), try to save the document in Word (.DOC or .DOCX) or rich text (RTF) format so that it can be read and modified in MS Word when graded by the eProf. (Other PLI tutorials provide detailed instructions for using alternate word processing software.)

▶ Papers must be black, Times New Roman, 12 pt.

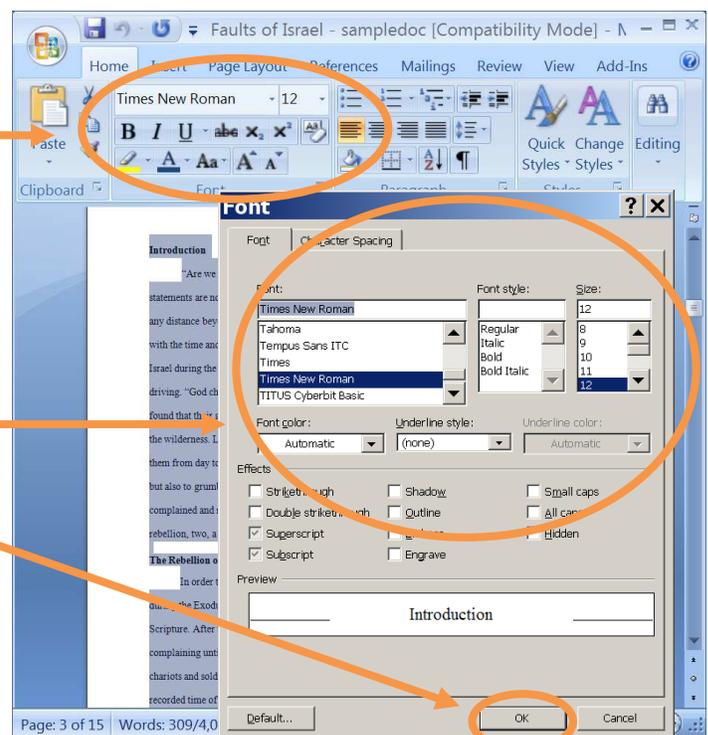
1. First select the text you want to format by highlighting it in one of the following ways:

- Click at the beginning of the text and drag your mouse to the bottom of the text (while holding down the left mouse button).
- Click at the beginning of the text, let go of the mouse button, scroll to the bottom of the text and then, holding down the SHIFT key, click at the end of the text.
- Holding down the CTRL key, hit the letter “a” on your keyboard to select ALL the text in your document.

2. With text highlighted, use the “Font” section of the toolbar (the “Home” tab) to select “Times New Roman” font, “12” size, and black font color ...

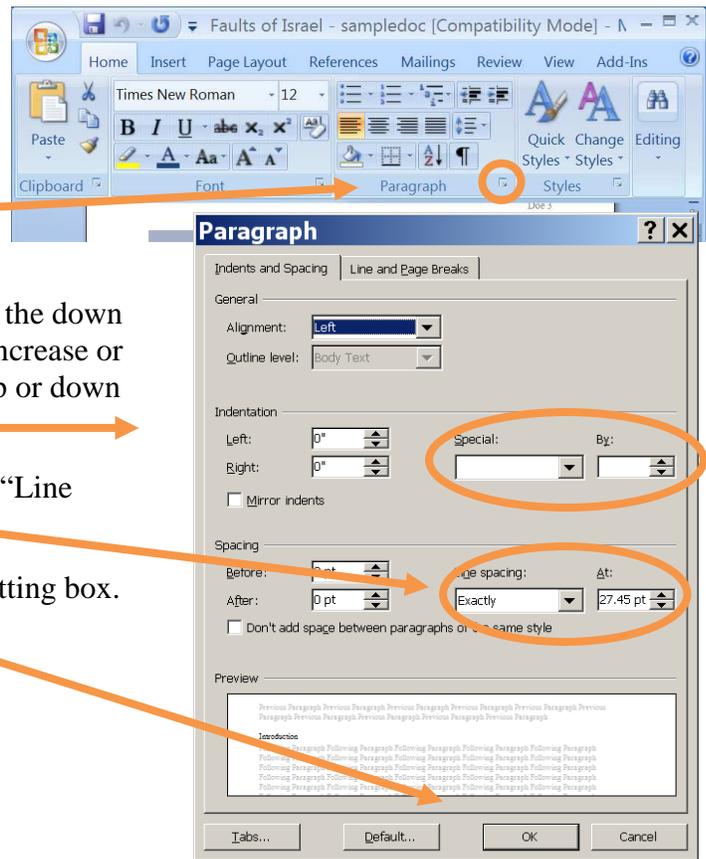
or ...

Click your right mouse button, then click on “Font” and select “Times New Roman” for the font, “Regular” for the font style, “12” for the size, and “Automatic” for the font color. Click OK at the bottom when finished.



► **Double space entire document.**

1. Select text to be double spaced (see point 1 above), right-click, and select “Paragraph” or left-click the “Home” tab of the toolbar and then left-click here to open the “Paragraph” formatting box.
2. To indent the first line of every paragraph, click the down arrow under “Special” and select “First Line” (increase or decrease the indentation value “By” using the up or down arrow as desired).
3. To set line spacing, click the down arrow under “Line spacing” and select “Double.”
4. Click OK to confirm values and close the formatting box.



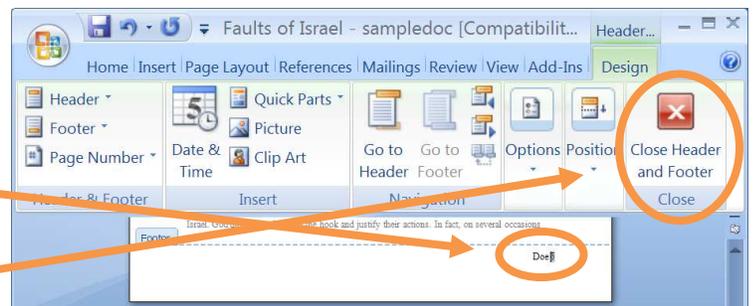
► **Margins must be exactly one inch on all four sides.**

Click the “Page Layout” tab on the toolbar and then click on “Margins.” Select “Normal” (one inch on all four sides).



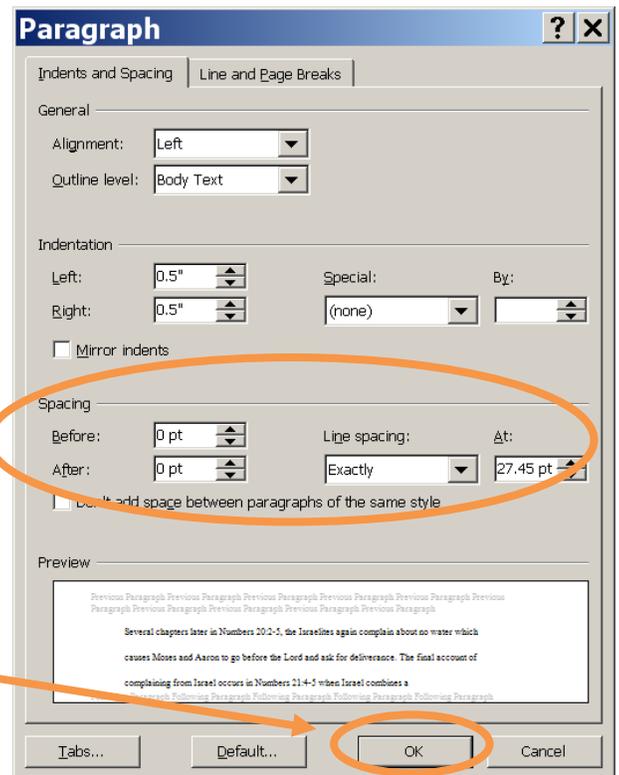
► **Pages must be numbered.**

1. Click the “Insert” tab on the toolbar and then click the down arrow beside “Page Number” to see placement options.
2. Hover your mouse over “Bottom of Page” and then select your preference (use the scroll bar to review the many creative formatting options). This opens the footer.
3. Type your last name in front of the page number displayed (e.g. Smith 2).
4. Click “Close Header and Footer” or double left-click to save and return to your document.



► **Quotations should be indented on left side (right side indent optional).**

1. Highlight quotations by using methods described previously (or triple-left-click to highlight one whole paragraph).
2. Hover your mouse over the highlighted text and right-click to open the “Paragraph” formatting box.
3. Use the up and down arrows to set the amount of indent for the left side (and right side too, if desired). You may also want to set the “Special” indent at “(none)” for quotation text.
4. Click OK at the bottom to set the indents and close the formatting box.



► **Papers must include identifying information (name, PLI course number and title, date, assignment title, and eProf name).**

1. Place your identifying information somewhere on the first page of your written assignment—top, bottom, or center of page, right-, left-, or center-justified. Following are examples:

John Smith
PL510: Writing Skills Development
October 18, 2007
Paper 5 – Persuasive Essay
eProf Linda Oelze

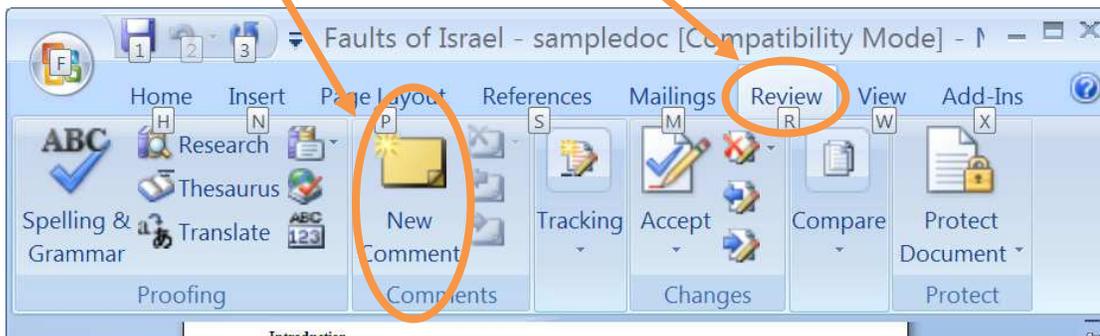
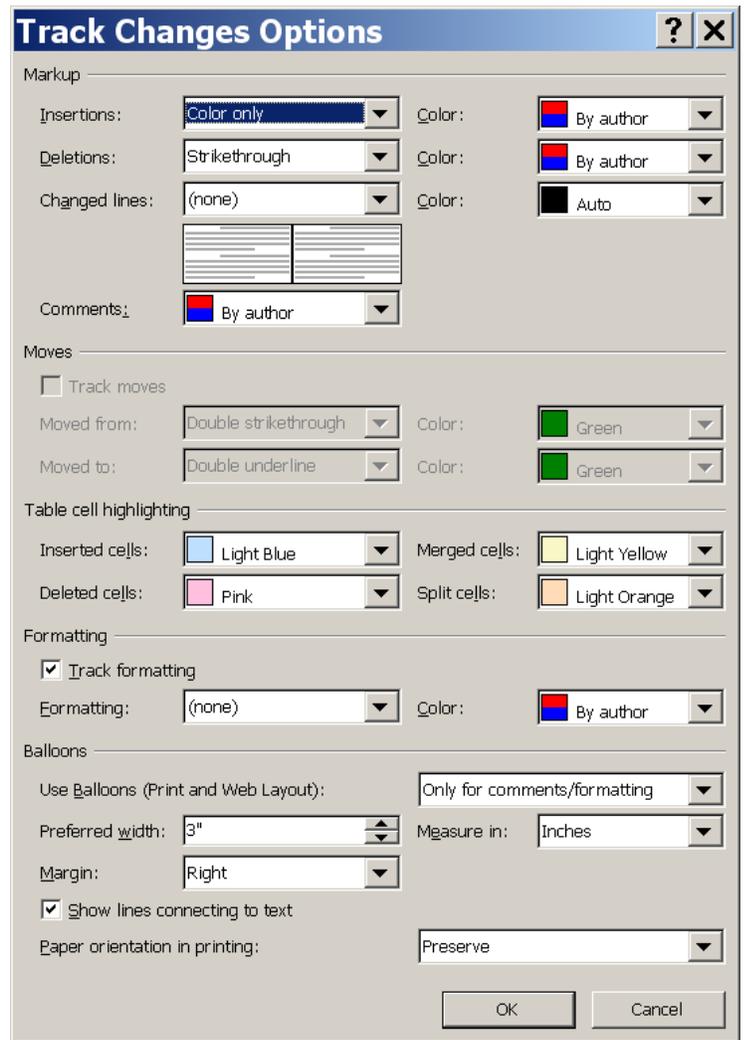
John Smith
PL510: Writing Skills Development
October 18, 2007
Paper 5 – Persuasive Essay
eProf Linda Oelze

John Smith
PL510: Writing Skills Development
October 18, 2007
Paper 5 – Persuasive Essay
eProf Linda Oelze

2. Be sure to include your Last Name with the page number (see previous page numbering instructions) at the bottom of all but the title page.
3. If any course eProf requests specific format for identifying information on written assignments, those instructions supercede what’s written in this tutorial.

► Learn to use the “Track Changes” feature when peer editing (proofreading another student’s paper and offering suggestions).

1. To first customize your Track Changes to your preferences, click the “Review” tab on the toolbar, click the arrow under “Tracking,” then click the arrow beside “Track Changes,” and finally click “Change Tracking Options” to open the dialog box shown here.
2. Select whatever you want for each of the various features (experiment if you wish since these are easily changed), and then click OK at the bottom to save changes and close the box.
3. To turn on the Track Changes tool (or to turn it off if it’s already on), hold down CTRL and SHIFT while typing the letter “e” on your keyboard.
4. Insert comments in the margins by clicking “New Comments” on the “Review” tab on the toolbar.



5. The “Review” tab also offers many other editing tools (e.g., spelling and grammar checker) and options to accept or discard suggestions someone adds to your documents. The more you use it, the more proficient you will become.