

## INSTRUCTIONS FOR CIEHL FORMAT

1. Leave margins at 1" each side of paper (paper size 8.5x11 letter)
2. Write document at 1.15 space between lines
3. Indent half inch for paragraphs
4. Indented citations at 1" and singled spaced
5. Justify all text
6. Use Garamond 10 for all Text except notes or works cited
7. Notes and Works cited use Garamond 9 and single spaced
8. Each essay title should be selected and marked as "Heading 1" in menu (Heading 1 can be right clicked and formatted so you do not have to change them all each time) Heading for titles can be in Times or Cambria Font size 12 and Bold. After title, make sure the rest of the text is in ¶ Normal and not "Heading" format .
9. Center all titles and authors names
10. Under title, the author name in normal and University name in italic
11. All notes and Work Cited after each essay. (No automatic footnotes) Do not add the numbers<sup>1</sup> like this one, using the automatic footnote feature. Just add the number manually, select it and go to menu where you see an x<sup>2</sup> and click it. Number will become superscript like a footnote without the formatting. (This is how you do it manually).
12. Do not add page numbers
13. Do not include any lines of any kind
14. Do not make Page Breaks. Leave the text flowing (this will allow us to add formatting without problems for any header or footer later)
15. Save document as Word 2003 or later
16. Titles should be in italics, not underlined.