Dr. Elwood’s guidelines for computer papers

1. Paper size = A4; use only one side (i.e., not front and back)
2. Stapling multiple-page papers: the staple is in the upper, **lefthand** corner
3. Font size = 12 point, please: Format (書式) 🡪 Font (フォント)
4. Font style = Times New Roman is an excellent choice for *academic* papers and is the preferred font in many journals; moreover, it is required in Dr. Elwood’s classes.
5. Spacing (行間) = 1.5 or 2: Format (書式) 🡪 Paragraph (段落)
6. Paragraph style = left indentation of 10mm; set this using Format (書式 ) 🡪 Paragraph (段落)
7. Input = use direct input (直接入力)
8. Text = it’s best to have a clean look, so please use **left** alignment (左揃え)
9. Title page = for academic writing, use a separate title page. The easiest way is to insert a page break: Insert (挿入) 🡪 Break (改ページ) 🡪 Page break (改ページ)
10. Title pages usually include the title of your paper, your name, teacher’s name, the class name, and the date (*no* student number); again, check what your field does. For this class, I would like a particular style (see the next page). Notice that the title is in 16-point font, and the other information is in 12-point font. (Hint: use centering…**Control + E**)
11. Because your name should be on every page, I’d suggest adding a header with your name and the paper title: View (表示) 🡪 Header & Footer (ヘッダーとフッター)
12. The file name must be correct:

my\_name.doc

2011123456\_my\_name.doc

my\_name\_ichiro\_suzuki.doc

ichiro\_name\_2011.05.doc

suzuki\_ichiro\_my\_name\_2011.05.doc