Parts of the Paper
In general, the paper will fall into three main parts: The Preliminaries, The Text, and The Reference Materials.

The Preliminaries
- Title page, followed by a blank sheet of paper
- Preface, including acknowledgements
- Abstract
- Table of contents, with page references
- List of tables, with titles and page references
- List of illustrations, with titles and page references
- List of appendices, with titles and page references

The Text
- Introduction
- Main body, with larger divisions, and more important divisions, indicated by suitable headings

The References
- Appendices
- Bibliography

Pagination
Each page in the paper, except the blank sheet following the title page, should be assigned a number as explained below.
- The preliminaries use small Roman numerals, centered one-half inch above the bottom of the page. The blank sheet is neither counted nor numbered. The title page actually counts as the first page, but no number appears on it. The first number, then, is “ii” and appears on the page after the blank sheet.
- The remainder of the paper, including the appendices and bibliography, uses Arabic numerals, centered one-half inch below the top of the page. Number each page on which material appears. Begin with “1” and run consecutively to the end of the paper.

Margins
The left margin must be at least one and one-half inches wide in order to allow for binding. All other margins (right, top, and bottom) should be one inch. Do not use right justification.

Spacing
Use double spacing throughout the paper except for long quoted passages, which should be indented 5 spaces from the left and single-spaced. Bibliography should be also be single-spaced.

Acknowledgements
Please observe the rules of courtesy. Give recognition to those who made significant contributions to your project. If you have a preface, acknowledgements can be included in the preface. If you do not have a preface, acknowledgements will be its own section.

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Binders will be available in the Kalamazoo College Bookstore. Labels will be available in the AnSo office.

Title Page
In addition to the complete title, the title page should contain the following:
- Author’s name
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“A paper submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts at Kalamazoo College.”
- Year of imprint