

Formatting Standard for Written Assignments Policy

Written Assignments

Assignments must be formatted according to the following specifications:

- Font: Times New Roman
- Heading Level One: Centred, bold, font size 12 point, Upper- and lower case capitalization – see page 8 in the APA Help Guide (<http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide>)
- Heading Level Two: Flush left, bold, font size 12 point, Upper- and lowercase heading - see page 8 in the APA Help Guide (<http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide>)
- Body text: font size 12 point (style: Normal)
- Line spacing: Double-spaced
- Margins: 1 inch (minimum), no more than 1.5 inches
- Paragraphs should be left-aligned (not justified)
- The first line of every new paragraphs should be indented by one tab space
- Pages numbered sequentially in the top right of each page
- Staple in upper left corner

For all other formatting please refer to the APA manual and the resources available on the

Writing Centre website: <http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/apa-formatting-rules>.

Note: You can use this document as a template as it has been formatted with all of the formatting mentioned above and also contains all of the aforementioned styles.

Citations and References

For information on creating in-text citations and references, please refer to

<http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/creating-text-citations/reference-list>.

Cover Page

Your cover page should include your name, the course name and number, and the assignment name.

Word Count

Your word count should not include your cover page or any references (including footnotes or bibliography).

Considerations for your Organizational Management Project (OMP) Final Report*

Exceptions to the above:

- Sections: start each new section (e.g., Description of the Organization, Research Findings) on a new page
- Title Page Heading: Bold, centered, font size 14 point

Note: graphics should be printed in colour and the final report should be contained in a 3-ring binder.

**Applies for MBA only.*