What is Good Writing?

It’s easy to list the elements of good writing. Every piece of fiction should have plot, setting, characters, theme and style. These elements are created by using numerous tools at the writer’s disposal such as, narrative, dialog, emotion, metaphor, conflict, voice and so on.

1. Don’t create a separate title page unless required.
2. In the upper left-hand corner, list your name, your instructor’s name, the course, and the date. Double-space between elements.
3. Center the title. Do not underline, italicize, make bold or put your title in “quotation marks.”
4. Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number.
5. Indent the first line of paragraphs one half-inch from the left margin using the Tab key.

Work Cited


General Guidelines

- **Double-space** between every line.
- Use **Times New Roman** typeface.
- Font size should be **12 pt**.
- Set margins to **1 inch** on all sides.

See Columbus State Library Tech Guides *Creating a Hanging Indent, Setting Fonts and Page Margins*, and *Inserting APA Running Head/Page Numbers Using MS Word 2013* for specific instructions on setting up your research paper. Also, see Research Guide *APA Citations* for more in-depth instructions on formatting your paper.

### Sample Title Page

Running head: WHAT IS GOOD WRITING?  

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John K. Smith  

Columbus State Community College  

1" margin

### Guidelines for Title Page

1. The title page should include the **title** of the paper, the **author's name**, and the **institutional affiliation**.

2. Do not use titles (Dr.) or degrees (Ph.D.) after the **author's last name**.

3. The **running head** should be flush left and the **page number** should be flush right, .5" from the top of the page.

4. Type **title** in upper and lower case letters. Center in the upper half of the page.

5. All text on the title page should be double-spaced.

### Sample Reference List

**WHAT IS GOOD WRITING?**  

References


### Guidelines for Reference List

1. Begin your Reference list on a **separate page** at the end of your research paper.

2. **Center** the word References at the top of the page (do not italicize, make bold or put in “quotation marks”).

3. **Double space** all citations, but do not add extra space between entries.

4. Indent the second and subsequent lines of citations five spaces so that you create a **hanging indent**.

5. List entries **alphabetically** by the author's/editor's last name or first word of title.