



Council of Science Editors (CSE) Style Guide: Title Page and Paper Formatting

General Style Information

- Use standard, Times New Roman, 12pt font throughout
- Use standard 1-inch margins on all sides
- Double-space your whole paper
- Indent new paragraphs 1/2 inch (five spaces)
- Keep text aligned to left side of page
- Include page numbers and your title in the header in the upper right-hand corner
 - Use only the Arabic numeral; do not include “page,” “pg.,” or “p.”

Title Page

- You must include a title page for CSE
- The title page should include the full title, the writer’s name, the name of the course, the instructor’s name, and the date
 - All information should be centered
 - Do not underline, italicize, bold, or put the title in quotation marks
- All information should be in the center of the page, double-spaced, in black, 12 pt Times New Roman font
- Do not include the page number on the title page

Title of Paper:

Student Name

Course title

Instructor name

Date

Speaking and Writing Center [1]: Center the title 1/3 of the way down the page. Note that a colon should follow the title.

Speaking and Writing Center [2]: Your name should go directly below the title of the paper. Note that all information should be double spaced.

Speaking and Writing Center [3]: The course title, instructor’s name, and date should be centered near the bottom of the page.



Headings and Subheadings

- Headings should be the same font and size as the rest of the body text
- Headings should be flush left aligned

Level 1 Heading

XXXXXX XXXXXXXX XXXXXXXX

Level 2 Subheading

XXXXXXXX XXXXX XXXXXXXX

LEVEL 3 SUBHEADING

XXXXXXXXXXXXXXXXXXXX

Level 4 Subheading XXXXXXXX XXXXXXXX XXXXXXXX

Speaking and Writing Center [4]: Level 1 headings should be bold and title cased. They should be a separate paragraph from the body text.

Speaking and Writing Center [5]: X's represent where your body text should be in relation to the headings.

Speaking and Writing Center [6]: Level 2 subheadings should be formatted in plain text, without bold or italics, and should use title case. They should be a separate paragraph from the body text.

Speaking and Writing Center [7]: Level 3 subheadings should be formatted in italics and small caps. They should be a separate paragraph from the body text.

Commented [8]: Level 4 subheadings should be italicized and use title case. They should not be a separate paragraph from the body text. Instead, they should run directly into the body paragraph.

How to Format Page Headers

In Word:

- Click the **"layout"** tab
- Select **"breaks"**
- Under "section breaks, select **"next page"**
- Go to the header of the first content page, **unselect** the option **"link to previous"** in the navigation subsection of the header and footer tab
- **Insert page number** on first content page in the top-right corner
- Click "page number" in the "header & footer" section and select **"format page numbers"**
- Under page

In Google Docs:

- Click **"insert"**
- Select **"page numbers"**
- Select the **top right** option
 - The visual should depict a front page without a number and a page behind it with a 1 in the top-right corner



numbering," select " start at " and type 1	
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