

Basic Format for Academic Writing at TWCU

1. Use A4 size paper.
2. Double space the lines in your essay.
3. Put 25 lines on each full page of text.
4. Use Century size 12 font.
5. Indent each paragraph about 1.25 cm by pressing the tab button.
6. Put page numbers in the top right corner.
7. Do not justify the right margin.
8. Spell-check your work and proofread it before handing it in.
9. Margins should be about 38mm. at the left and 25 mm. at the top, bottom, and right.
10. Put your name and the date on the upper left side of the page, and center the essay title.

For more details please consult the 'Graduate Thesis Template' on the department website at:

<http://www.lab.twcu.ac.jp/english/student.html>