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PROJECT TITLE

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Your Name

Student Number

A Project

Submitted to the Faculty  
In Partial Fulfillment of the Requirements For

Course Number

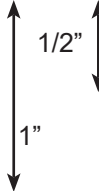
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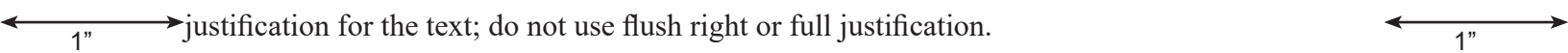
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**Project Title**

***Part 1***

← 1/2" → Global University requires that writing assignments be word processed with a Times New Roman 12-point font. (Exceptions can be made for students with visual impairment and/or lack of computer access.) Indent the first line of each paragraph one-half inch. Use flush left



justification for the text; do not use flush right or full justification.

Paragraphs should be at least two sentences in length. Avoid using single-sentence paragraphs.

Global University allows some flexibility in the use of appropriate section headings (subheadings). They may be either flush left or centered, and the font may be regular, bold, or italics. However, be sure to keep the format for each level of subheading consistent throughout the paper. Use headline style capitalization, not sentence style, for section headings.

*First-Level Subheading*

On each page except the title page, use a running header as illustrated above. The running header should include the page number in arabic numerals. Begin numbering with the title page, even though the numeral will not appear on this page. In other words, the first page of text will be page 2.

Second-Level Subheading

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## ***Part 2***

### *First-Level Subheading*

“Ethics, copyright law, and courtesy require a student to properly acknowledge the sources cited in a student paper” (Global University Undergraduate Form and Style Guide 2013, 7). Plagiarism, derived from the Latin word *plagium* (“kidnapping”), is a legal term that denotes a violation of copyright law. Literally, the concept means cheating by taking another person’s research, concepts, or ideas and attributing them to oneself. All text as well as ideas borrowed from another source (whether or not it is the original source) must be properly credited with citations.

Failure to identify sources may result in a failing grade, dismissal from the university, or criminal charges. Refer to the “Basic Standards of Academic Integrity” section of a Global University catalog for information on the university’s policy on cheating, plagiarism, fabrication, and obtaining an unfair advantage.

## Second-Level Subheading

A short quotation (fewer than five lines) should be incorporated in the double-spaced text.

Block quotations (five lines or more) should be formatted as follows:

←<sup>1/2"</sup>→ Indent block quotations one-half inch (1.27 cm) from the left margin, and single-space. Leave a blank line before and after the long quotation. The right margin is not indented and is unjustified or “ragged.” Do not indent the first line of a block quotation an additional one-half inch (1.27 cm). Do indent the first line of subsequent paragraphs an additional one-half inch (1.27 cm) if the block quote has additional paragraphs. A block quotation may be preceded by either a period or a colon. A colon precedes a block quotation introduced by thus, as follows, or other similar wording. Be consistent in using a period or a colon for those block quotations not introduced by thus, as follows, and so on. Do not enclose block quotations in quotation marks. Do, however, retain any quotation marks within the original source. Place the in-text citation after the final mark of punctuation. This differs from the short quotation format. (Global University Undergraduate Form and Style Guide 2013, 9)

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## Second-Level Subheading



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