

Bennington College  
September 11, 1940

STYLE SHEET  
for student papers

Appearance:

Use standard size typewriting paper, preferably white.

Leave two inch margins.

Write on one side of the sheet only.

Type the paper if possible. Use double spacing.

Indent quotations another half inch. Write them in single space.

Put footnotes at the bottom of the page. Write them in single space.

Bibliography:

Have a complete bibliography. Give the name of the author, the name of the article or book, the place of publication, the publisher, and the date.

Title:

Have an accurate title, really descriptive of the content.

All papers should be handed in on the date set, unless the student is excused in advance by the instructor.

It is better to write a short pointed paper than a long pointless one.