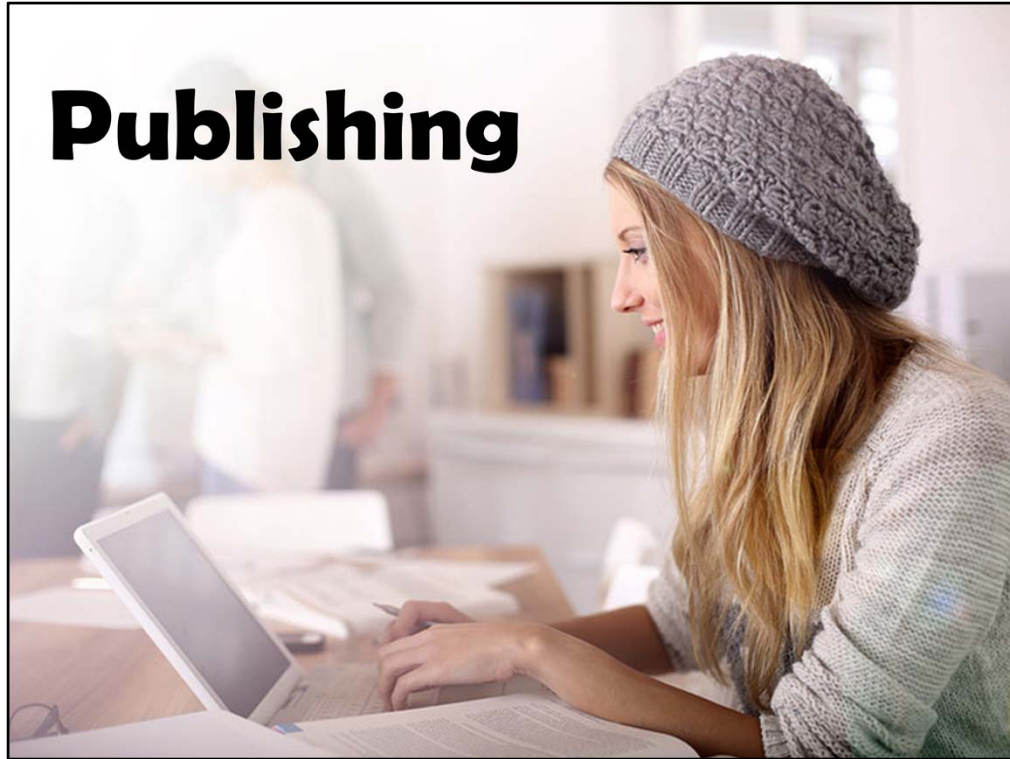


Module 8: Change and Its Impact
Topic 5 Content: Publishing



Publishing

Module 8: Change and Its Impact

Topic 5 Content: Publishing

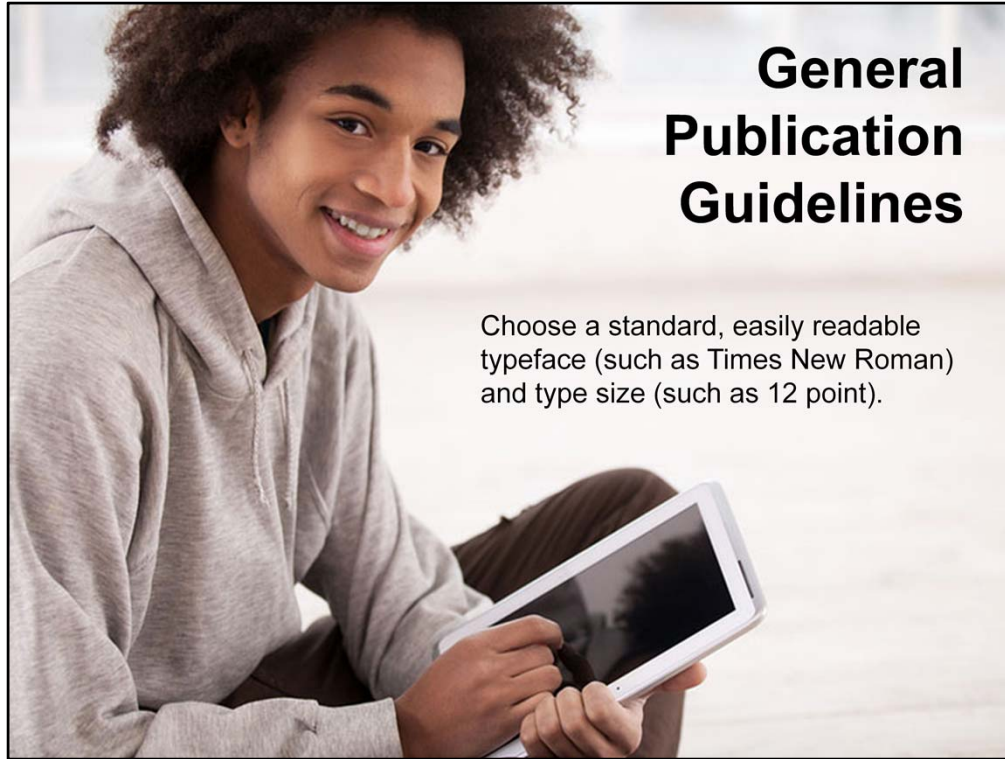


Writing is communication. It comes in various forms and serves numerous purposes.

In exploring each writing focus up to this point, you have written a persuasive research paper with the intent to communicate your opinion on a topic to your audience and share your recommendations on the topic. While your intended audience is your instructor, you can also share your research paper with others. When you publish a document, you are sharing your work with someone else in the public. Not all writing will be taken through the publishing stage for mass distribution, but even turning a paper in to your teacher constitutes publishing.

Module 8: Change and Its Impact

Topic 5 Content: Publishing



Before you submit a final draft for publication, you must adhere to the format guidelines of your instructor. The following information outlines some general publication guidelines for a research paper.

- Choose a standard, easily readable typeface (such as Times New Roman) and type size (such as 12 point).
- Do not justify the lines of your paper at the right margin.
- Except for page numbers, leave margins of one inch at the top and bottom and on both sides of the text.
- Double-space throughout your research paper, including quotations, outlines, and the Works Cited page.
- Use a high-quality printer.
- Print on one side of the paper only.
- Keep a backup copy on a disc, USB drive, or digital cloud storage.
- Use only white, 8 ½ x 11-inch paper of good quality.
- Create a title page for your paper.