Formatting your paper for the Key Center journal


Except where noted, use 12-point Times New Roman font.

Please for the title page:
- Use a separate page
- On the first page, in the top right hand corner, single spaced and aligned with the right margin, include the following text:

  Journal of Undergraduate Public Service Projects
  University of North Carolina at Asheville
  Community Engaged Scholar Program
  Volume #, Issue #

- Skip 5 lines.
- Center and bold your title in Times New Roman, size 16 font.
- Skip 1 line.
- Include the following information, centered, under your title, in Times New Roman size 14 font:

  Your full name
  University of North Carolina at Asheville
  Your Major

- Skip 1 line, and then still centered, in Times New Roman size 14 font, write:

  Faculty Advisor(s): [write full name]
  Community Advisor(s): [write full name], Community Organization Name.

- Skip 1 line.
- Then center and bold the title Abstract in size 14 font, like this:

  Abstract

- Skip one line and then include your abstract (in 12 point font). Do not indent paragraphs here or elsewhere in the paper.
- Skip one line between the end of the abstract and then type:

  Key Words: [then include 4-6 words that would help readers know major topics of your paper.]

- Make sure to have page numbers centered at the bottom of each page
Please organize your paper with the following headings, centered with bold-face type, with no underlining, and use 14-point font:

Abstract

Origins of the Project

Methods and Work Undertaken

Ties to Academia

Challenges Faced and Responses to those Challenges

Results

Sustainability

Conclusion

Recall that these sections correspond to the following sections of the report, as it should explain:

- the project's origins,
- the methods and work undertaken,
- how the work ties to the student’s academic field(s),
- challenges faced and methods used to deal with them,
- the results,
- the likelihood of sustainability of the work,
- and a conclusion discussing implications of the project for the community partner and for the student’s field of study.

The report have a minimum of 10 pages (not including title page or reference page).

In the body of the paper, single space and do not indent paragraphs. Instead, use the “after” function (located in the paragraph drop-down menu of Word) set on “6” to separate paragraphs. (Defining everything written and then setting after to 6 should separate paragraphs.)

Remember that the paper should have scholarly references, usually at least 10, and should include a list of references at the paper’s end on a separate page (either in APA or MLA style).