



# CATHEDRAL OF SAINT MARY OF THE ASSUMPTION

## OFFICE OF RELIGIOUS EDUCATION

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### Guidelines for Reports

Students are encouraged to BE CREATIVE when writing your reports. Remember that copying directly from a source is considered plagiarism and illegal. It is best to be original and prepared to cite resources if requested.

Reports can be hand written or typed and should be formatted as follows:

<b>TYPED REPORTS</b>	
<b>Margins:</b>	1"
<b>Font:</b>	Times New Roman
<b>Font size:</b>	10 to 12
<b>Line spacing:</b>	1.5

<b>WRITTEN REPORTS</b>	
<b>Page size:</b>	Standard 8.5x11 at a minimum
<b>Ink color:</b>	Blue or black
<b>Line spacing:</b>	1 line between paragraphs only