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1 inch (2.5cm) margins on all sides.

In the Header: Family name followed by page number if you have more than one page. Put it .5 inches (1.25 cm) from the top.

Single space the heading

Chen 1

Mary Chen 02121401 *Name and student number*

Child Lit: Traditions, BEN 52602 *Name of the class*

Paper 1: What about Alice? *Name of assignment*

October 31, 2013 *Date you finished or date due*

Interesting and Meaningful Title

SAMPLE

Use **Tab** key Begin with a paragraph to introduce your topic and present to indent first line your main idea of paragraphs

Use 12 point font size.

Double space or use 1.5 spacing for the body of your paper

Student Papers and Professional Papers
Writing in Law and Writing in Teaching Undergraduate Philosophy Courses

MAINTAINING
Consistent Formatting

In Writing Philosophy, 1995, Robert A. Rosen gives the advice to students in the field: "If you want to be a professional philosopher you are going to have to learn something about the history of philosophy." In the same advice might be given to writing professional papers in other disciplines. In writing professional papers, you are not only writing to inform but also to persuade. You are writing to inform the reader about your research, your analysis, and your conclusions. You are also writing to persuade the reader that your research is valid, your analysis is sound, and your conclusions are justified. This is why professional papers are often written in a formal, objective style. The use of a formal style helps to convey the seriousness and importance of the work. It also helps to ensure that the paper is read and understood in the same way by all readers. The use of a formal style is also important for the sake of consistency. This helps to ensure that all papers are written in the same way, which makes it easier for readers to compare and contrast different papers. The use of a formal style is also important for the sake of clarity. This helps to ensure that the paper is easy to read and understand. The use of a formal style is also important for the sake of professionalism. This helps to ensure that the paper is taken seriously and is given the respect it deserves.

Delegation Letter Sample

From:
(Applicant's name)
(Applicant's address)

(date of writing letter)

To,
(Recipient's name)
(Recipient's address)

Dear (Recipient's name)

Subject: Delegation

Dear Mr. or Ms_____ (name of the concerned person),

This letter is to inform you that during my absence from_____to _____(mention the date) in the office. You are requested to perform additional responsibility and duty of attending my job as well. I understand that it is burdensome and inconvenient for you to handle my work along with yours, but I trust your capability and commitment.

Please submit a daily report to the divisional manager every day before you exit the office. In case any of my team members want to take a leave, you can direct them to connect with the manager.

When I had taken leave the last time, your support in my absence was highly appreciated by the management. This time again, I expect the same from you. I assure you that whenever you are in need, I will undoubtedly handle your responsibilities and duties.

Provided you require any help, please contact_____(name the person) from my team. She will support you in managing the responsibilities and duties.

Thanking you in anticipation.

Yours Sincerely,
(Your name)

University at Buffalo
School of Management

The School of Management faculty presents this certificate to

Jane Doe

as evidence of completion of graduate courses in

Marketing Management

Conferred on May 20, 2017

Paul Tishak
Dean and Professor
UB School of Management



Clifton Tin
Chair
MBA Program Committee

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