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 The first line each new paragraph should be indented (you can do this manually by (press TAB) on your keyboard). Do not double space your papers manually and do not insert an extra space in between paragraphs or sections. In Microsoft Word, select **Paragraph** from the **Format** menu, and then select double from the drop down menu. A shortcut for double spacing your entire document is Select All (**CTRL A** or **CMD A**) and then **CTRL 2** or **CMD 2**.

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