**Assignment – Formatting a Sample Seminar Paper**

1. Set the **page margins** to:
	1. Left margin: 3.5 cm
	2. Right margin: 2.3 cm
	3. Top margin: 2.0 cm
	4. Bottom margin: 2.0 cm
2. Set the font throughout the document to **Times New Roman.**
3. Format the **title page**:
	1. Title of the paper in bold, size 24 points
	2. Other text in basic font, size 18 points
	3. Align all text to the center
4. Set up **page numbering** (the title page and table of contents are not numbered!).
5. Mark all **basic text** in the text as „normal style“, and then edit it according to the following requirements:
	1. Font: Times New Roman
	2. Font size: 12 points
	3. Justify the text
	4. Set the line spacing to 1.5
	5. The first line of paragraphs must be separated by a 1 cm paragraph indent (the first paragraph of a chapter is never separated!)
6. Mark all **first-level headings** (Introduction, Chapter One, Chapter Two, etc.) in the text as Heading 1 style, and then format them according to the following requirements:
	1. Font: Times New Roman
	2. Font size: 16 points, bold
	3. Font type: small caps
	4. Set the space before the heading to 18 points and after the heading to 12 points
	5. Set first-level headings to always start on the first line of a new page
7. Mark all **first level subheadings** (subchapters) in the text as Heading 2 style, and then format them according to the following requirements:
	1. Font: Times New Roman
	2. Font size: 14 pt, bold
	3. Set the space before the heading to 12 points and after the heading to 6 points
8. Mark all **second level subheadings** (subchapters of subchapters) in the text as Heading 3 style, and then format them according to the following requirements:
	1. Font: Times New Roman
	2. Font size 12 points, bold italics
	3. Set the space before the heading to 6 points and after the heading to 3 points.
9. **Number all headings** correctly according to decimal numbering (see the presentation Logical Structure of a Academic Text). It is necessary to check whether you have removed the yellow highlighting of headings, which was only used to distinguish headings in the text but is not suitable for the format of a seminar paper.
10. Edit the text of the **footnotes** using a new style that you create yourself and save in the style list. Requirements for footnotes:

	1. Font: Times New Roman, regular
	2. Font size: 10 pt
	3. The first line will have an indentation of 0.3 cm
11. On the blank page after the title page, generate the **table of contents** for the entire work. Make sure to align the page numbers on the right and use the same font as in the rest of the work.
12. Count how many **standard pages** your seminar paper has and write the result as the last sentence in the Conclusion chapter. Remember: only the main text is included in the length of the paper – not the title page, table of contents, etc.