

Format Penulisan Paper yang baik dan benar

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Pada penulisan suatu paper biasanya penulis dituntut untuk menggunakan format penulisan paper secara baik dan benar. Hal ini bertujuan agar paper bisa terlihat lebih rapi dan mudah untuk dibaca.

Adapun format penulisan yang harus diperhatikan adalah ukuran kertas, jenis font, ukuran font dan ukuran spasi. Program yang akan kita gunakan untuk menulis paper adalah Microsoft Office Word.

Berikut standar format penulisan paper:

- Kertas: A4
- Font: Times New Roman
- Ukuran Font: 12
- Spasi: 1,5
- Margin (Jarak tepi kertas): Atas (3 cm), Kiri (4 cm), Kanan (3 cm), Bawah (3 cm)

Cara Mengatur Ukuran Kertas Dan Margin

Kertas yang digunakan adalah model A4, untuk bisa merubah ukuran kertas kalian bisa pilih menu Page Layout kemudian klik tombol tanda panah kecil dibagian bawah Page Setup.

Format Penulisan Paper

Ensheng Dong



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