

[Your Institution's Name]

[Course Title]

[Instructor's Name]

[Date]

Dear Students,

As we approach the end of the semester, please follow the instructions below for your final paper submission:

****Final Paper Guidelines:****

1. ****Paper Length:**** [Specify the number of pages or word count]

2. ****Format:****

- Font: [e.g., Times New Roman, 12 pt]
- Spacing: [e.g., Double-spaced]
- Margins: [e.g., 1 inch on all sides]
- Citation Style: [e.g., APA, MLA, Chicago]

3. ****Content Requirements:****

- Introduction: [Overview of the topic]
- Body: [Key arguments, analysis, and evidence]
- Conclusion: [Summarize findings and implications]

4. ****Submission Instructions:****

- File Format: [e.g., PDF, Word Document]
- Submission Method: [e.g., Online via LMS, email]
- Deadline: [Specify date and time]

5. ****Plagiarism Policy:****

- Ensure all sources are properly cited. Plagiarism will not be tolerated.

6. ****Feedback and Grading Criteria:****

- Your paper will be assessed based on [list criteria, e.g., clarity, argument quality, research depth.]

If you have any questions, please do not hesitate to reach out during office hours or via email.

Best regards,

[Your Name]

[Your Title/Position]

[Contact Information]

[Office Hours]

[Institution's Name]