

Format Rules

1. use twelve point font in Times New Roman or Courier New, black ink, one inch margins all around
2. double-space main text
3. put heading at top left, double-spaced: name, class, instructor, assignment, date (see over)
4. indent first line of paragraphs five spaces, one tab, or half an inch (no extra space between paragraphs)
5. use one space between words and two spaces between sentences
6. give each essay a title (titles should predict thesis yet grab reader's attention)
7. center that title, capitalizing first letter of key words; no block caps or underlining
8. put your last name and page number in upper right hand corner; **no number on page 1**
9. italicize or underline titles of books, movies, TV shows, magazines, newspapers, CDs, paintings
10. also italicize or underline uncommon foreign words or words of special emphasis (*mea culpa, drat!*)
11. use quotation marks around words borrowed directly from another source
12. also use quotation marks for titles of things from a finished work: a poem from an anthology, a song from a record album, or an article from a magazine or journal or newspaper
13. periods and commas go inside quotation marks (to the left, except with parenthetical citations)
14. a dash—like this—is wide, and is a type of sentence punctuation like a loud comma; there is no dash key on the keyboard, so type two hyphens back to back (no blank spaces)
15. hyphens are oh-so-short and link small words to create compound expressions
16. discuss all movies, literature and other art works in present tense ("In this novel Jane Austen proves that..." or "In its final scenes, *Apocalypse Now* reveals...")
17. refer to directors, writers, or artists by their full or last names only, never use just first names
18. proofread backwards, starting with the last page, READ BOTTOM TO TOP, SENTENCE BY SENTENCE
19. no pretentious title pages, whacky fonts, floral stationery, or fancy binders
20. before submitting an essay, staple the top left corner: your teacher is *not* your secretary

Student Name

English (097, 099, 101, 102,103)

M-F 10:00 a.m. (put in your class meeting times)

Mrs. J. B. Fisher

Essay 1 (put in your assignment designation here)

Your Title Goes Here – Keep Handy

The above header example should contain the correct information for *your* paper! Be sure the title is centered and correctly capitalized. The first paragraph should look something like this. Remember to edit out and recast expressions like you and a lot or worse, allot. Also remember we have a wonderful word in English – because – because saying due to the fact that or reason being is awkward and sounds stilted. Also note then and than are not the same, look them up and use them correctly. Also edit out plural pronouns or possessives (they, them, their, they're) when referring back to singular subjects (everyone, someone, everybody, a person). Please remember that on is not a generic preposition. English has others (about, at, to, in, for, etc.). Learn to use your dictionary to determine the correct spelling of words you want to use, particularly those which sound alike but have quite different meanings such as: to, two, too; they're, their, there; were, we're, where, wear; weather, whether, wether, whither, wither. There are many more of these, so watch for them.

Punctuation used with quotation marks is a problematic area. Remember to put any commas or periods inside (left of) the final quotation mark, like this: Louis Pasteur is credited with saying, “Chance favors the prepared mind.” Note that the period is to the left of the final quotation mark. The saying, “Chance favors the prepared mind,” is credited to Louis Pasteur. Note that the comma is to the left of the final quotation mark.

A LARGE ENVELOPE (10 x 13 non-bubble wrap) IS REQUIRED FOR SUBMITTING PAPERS.

**NO PAPERS WILL BE READ UNLESS THE JUSTIFICATION (PROOFREADING and EDITING) HAS
BEEN DONE AND IS IN THE ENVELOPE.**