

# Benjamin Franklin High School Writing Format and Style Guide:

## English

### Standards for Handwritten Work - All Classes

- ☐ Ink must be black or blue; use pencil only in math or science classes.
- ☐ Name, teacher, period, date, and assignment must be written in the top right-hand corner (above blue line).
- ☐ Multiple pages must be stapled together.
- ☐ Rough drafts must be double-spaced, final copies single-spaced.
- ☐ Handwriting must be neat and legible, and in standard cursive.
- ☐ Paper must be perforated notebook or loose-leaf.

### Standards for Printed Work - English

- ☐ Font must be black, Times New Roman, size 12.
- ☐ Page layout must have one-inch margins all around and double-spaced lines all throughout.
- ☐ Titles of essays must be centered in **boldface** with one line space between the title and the first paragraph
- ☐ Paragraphs must be indented one tab (0.5").
- ☐ Quotations and citations (including a reference page) are formatted according to APA style.
- ☐ Multiple pages must be stapled together.

### Title Page

- ☐ Included at the very beginning of the paper
- ☐ Should be **centered** on the upper half of the page
- ☐ Should include:
  - ☐ Title (in **bold**)  
(extra space between title and name)
  - ☐ Author's Name (That's YOU)
  - ☐ Benjamin Franklin High School
    - ☐ Course name; Period
    - ☐ Teacher/Instructor
    - ☐ Date

### Running Header

- ☐ Include a header at the top of every page that consists of a page number (numeral, only) in the upper right corner (go to insert **page number**)

### APA In-text and Parenthetical Citations

ANY information that is someone else's words or ideas must use an in-text citation - either as a narrative or parenthetical citation. This includes quotations, paraphrases, and summaries.

*Direct quote example:*

Thorin tells Bilbo on his deathbed, "If more of us valued food and cheer and song above hoarded gold, it would be a merrier world" (Tolkien, 1937, p. 263).

*Paraphrase or summary examples:*

Tolkien (1937) once said we should value things other than gold to create a better world (p. 263).

We should value things other than gold to create a better world (Tolkien, 1937, p. 263).

## **APA Reference Page**

- ☐ The reference page should appear on its own page and is not included in the page count.
- ☐ It should be titled Reference (References for more than one) in:
  - ☐ Times New Roman, size 12, black font.
  - ☐ No quotation marks, bold, italics, or underline.
  - ☐ No extra space between entries.
- ☐ All entries should be double spaced with a hanging indent.
- ☐ All entries should be organized in alphabetical order by the first word in the entry.

## **APA Citations**

Always check with the [Purdue Online Writing Lab \(OWL\)](#) for variations of sources. Common source examples are listed below:

### **Book with one author example:**

Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

### **Online periodical example:**

Lastname, F. M. (Year). Title of article. *Title of Periodical*, Vol.(Issue), page number(s). DOI

Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. *Psychology & Marketing*, 23(2), 161-180.  
<https://doi.org/10.1002/mar.20105>