

Student's Name

Teacher's Name

Course Title

Due Date

How to Format Your Paper

First, make everything 12-font, Times New Roman, double spaced, 1" margins. This includes having 0 pt. spacing before and after paragraphs so that you double space the entire essay—nothing wider than that between paragraphs. Then you need to type the heading in the top LH corner. Note that it gives your name, the teacher's name, the course, and the due date. See how I double spaced it as well. Note the European way of writing the date with the day in front of the month; this method removes the comma that we Americans would ordinarily use. Next, add the title of the paper, centered, between the heading and the essay. Note that you should write it in regular 12-point Times New Roman—no special lettering, and not in bold, italics, underlining, or quotations. After that, align the text to the left again, rather than centered, and indent to type your first paragraph. You indent ½ inch, for which tabs are usually automatically set.

One more thing: You need to number all pages consecutively in the top RH corner. If you click "Insert," you will see a "Page Number" option. Choose "Top of Page" and then "Plain Number 3." This will put a page number inside the header of the document. Just to the left of the number, put your last name and then a space: Smith 1. If it's not Times New Roman (mine automatically does Calibri), then change the font of the name and number to Times New Roman. Then click outside the header to resume typing your essay. As you go on to page two, you will

notice that your last name stays the same, but the page number changes accordingly. You may run into one issue if you try to do this at school: The pop-up blocker prevents us from doing the different page numbers. If you're stuck doing this at school, I would recommend printing one page at a time after you have changed the number in the right-hand corner; thus, you should see a 2 on this page (see above).

Finally, remember to use formal language: no slang, contractions, or maps. When you write all other numbers within the essay, follow these guidelines:

- When ranking something, such as 2nd, write out the word: second.
- When giving a date, do not write July 4th; instead, write July 4.
- For dates, always give the number: July 4, 1776.
- For other numbers, spell the number out if it would make two words or less:
 - o Two
 - o Two hundred
 - o 276
 - o 4.5 million
- Never begin a sentence with a numeral. If you can spell the number in two words or less, do so. Otherwise, you will need to begin with a phrase or clause and bump the number to later in the sentence.
 - o Two hundred people came down with the swine flu.
 - o By May, 276 people came down with the swine flu.
- Write out times this way—4:20 p.m.

Also, whether you directly quote or paraphrase one of your sources, you must give credit for the ideas by using parenthetical notations. Refer to the parenthetical notations handout for what this should look like. Many of you will quote from poems, by the way, which require a different form of punctuation when you quote the lines. If you quote one line, quote it as you would any prose work; however, if you quote two or three lines, you should use a slash mark (/) to indicate where the lines end. Type a space in front and after the slash mark. For example, in “Sonnet 18” Shakespeare ponders, “Shall I compare thee to a summer’s day? / Thou art more lovely and more temperate” (1-2). Because I have given Shakespeare’s name at the start of the sentence, I do not need his name in the parenthetical notation; instead, I just put the line numbers there. If you have a long quotation (over four typed lines of text, whether poetry or prose), you have to indent the entire quotation and punctuate it a little differently. The following exemplifies a prose block quotation:

This is called a block quote. You use a block quote because your quote is longer than four typed lines long. You might use this especially for quoting portions of a long poem or a particularly important piece of text. Make sure the block quote is double spaced, like the rest of the document. Do not enclose a block quote in quotation marks. Unlike other parenthetical notations, the punctuation goes *before* the parentheses. (Bates 12)

Continue your comment about the block quote here. When you have finished the idea, transition and move on to another topic, meaning another paragraph. The next excerpt comes from Shakespeare’s “Sonnet 18”:

Shall I compare thee to a summer’s day?

Thou art more lovely and more temperate:

Rough winds do shake the darling buds of May

And summer's lease hath all too short a date. (1-4)

You might want to consider to what extent you want to quote longer lines. For instance, if you fill your paper with these longer quotations, such as quoting the entire poem, then you will probably struggle to meet the length requirement. You may also not devote enough space to describing the setting and characters, discussing the research, especially what you learned about the word from consulting that source. Most teachers prefer that you paraphrase the source and only quote phrases. If you have questions about the paper format, see me!