

Formatting Guidelines

1. Use blue or black ink on all assignments
2. Write on 8 ½ x 11 white, clean, college ruled paper (no torn edges)
3. Legibly print or use cursive
4. Use following heading in upper left corner: Name, Course & Period, Date
5. Adhere to margins
6. Use formal writing in essays; no abbreviations
7. Avoid 1st or 2nd person in analytical essays, unless specified
8. Use common correction symbols as developed by department

What Every Student Must Know About Essay Writing

Format Requirements: (student work not reflecting the following requirements are returned for revision; requirements are based on the MLA Handbook, 7th edition)

- Original title, student name OR ID number, teacher name, course & period, date
- Margins: 1" all around
- Font Size: 12 point only
- Font Style: Times New Roman OR Arial
- Line Spacing: all papers must be double spaced unless otherwise indicated
 - Indent each paragraph
 - No extra space between paragraphs
 - Extended quotes – single space and off set (ONE tab)
 - Works Cited page: single spaced, double spaced between sources

Page Length:

- Formal/Process papers: **9th grade** – 2 page minimum, **10th grade** – 2 ½ page minimum, **11th grade** – 3 page minimum, **12th grade** – 4 page minimum
- In-class essays: minimum of 5 complete paragraphs reflecting the Structural and Content Requirements below

Structural and Content Requirements:

- ☑ Introduction: minimum of 6 sentences; no less than 7 typed lines
 - Hook
 - Background/Supporting Information (e.g. author, title, summary, orient reader to topic)
 - Thesis
- ☑ Body Paragraphs: minimum of 7 sentences; no less than 11 typed lines
 - Topic Sentence/Transition
 - Introduction to Evidence/Quote Blend
 - Quote
 - Citation of Quote – parenthetical citation (Author’s last name, page #)
 - Analysis of Quote (2 sentence minimum)
 - Closing Sentence/Transition
- ☑ Conclusion: minimum of 6 sentences; no less than 7 typed lines
 - Universal Truth and/or
 - Unique restatement of thesis
 - Summary of major points
 - Closing sentence