

## ENG 1113 & 1213: Principles of English Composition I & II

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### *Essay Formatting Guidelines*

You can download a Word file on the class website that has the essay already set-up for you to start typing. Merely replace the existing information with your own. Or you can use the guidelines below to format your own file. The web address is [http://kellimcbride.com/docs/mla\\_style\\_template.doc](http://kellimcbride.com/docs/mla_style_template.doc)

1. Use standard paper (8.5 x 11 white paper) for typed work (no onion skin, etc.)
2. For work two pages or longer, place page numbers in upper right hand corner of paper, prefaced by your last name (e.g. Smith 2). All word processing programs have a page number option to make it easy to insert the numbers. Check the help menu for details.
3. In the upper left corner of the FIRST PAGE ONLY, place the following information (this is a bit different than the MLA in your handbook):
  - Your Name
  - My name, class and time (e.g. ENG 1113, 10:00)
  - Date turned in
  - Assignment (e.g. Narrative Rough Draft)
4. On the next line, center the title of your essay/paragraph. Do not use quotation marks or all caps. Capitalize all words in your title except articles and prepositions (unless one begins the title). For example: The Time of My Life
5. The text of your essay should be left justified - not centered or full.
6. When typing, use a 12 point, Times New Roman font. Do not use a "fancy" font that might be difficult to read.
7. Use 1" margins all around for typed work (the header of your page will be ½ inch from the top, but WORD automatically adjusts for that if you set 1" margins).
8. Staple or paper clip your work together.
9. Double space everything

### **The following is an example of the first part of a first page:**

Joe Student

McBride: ENG 1213, 11:00

September 15, 1999

Civil Disobedience Essay, Final Draft

#### Putting It on the Line

Breaking the law is not something I would ever take lightly. My parents raised me to have a respect for the rules governing our country. However, I do love my family immensely, and if one of them was hurt or in trouble, I could see myself subverting the law to help him or her out.