Your Name

Teacher's Name

Name of Course

Date (dd Month yyyy)

Essay Heading and Format Instructions

This handout explains and illustrates the format you must use when typing essays. All essays must be typed in a standard 12-pt. font (Times New Roman) on 8.5x11-inch paper with one-inch margins. There is no separate title or cover page. The header should appear in the top right-hand corner, one-half inch from the top of each page; type your last name, skip a space, and include the page number of your essay. At the top left of the page, you will notice the proper heading to use. Beginning one inch from the top, type your name, your teacher's name, the name of the course, and the date. This detailed heading should appear only on page one of your essay. Notice that the heading, like the rest of the essay, is double-spaced.

The title of the essay should appear on the line that follows the heading. Do not italicize underline, place in quotation marks, or type the title of your essay in all capital letters. Follow the rules for capitalization in titles, and italicize/underline only those words that you would in the text. Create an original, interesting title that reveals the main focus of your essay (topic plus argument). The title should not merely present the title of the text or subject you are discussing. For example, titling an essay on *The Great Gatsby*, by F. Scott Fitzgerald, "*The Great Gatsby*" is neither original nor informative. The text of your essay must immediately follow the title. Do not skip any extra lines; it should be double-spaced like the rest of the paper. Indent the first line of each paragraph five spaces (or use the tab key). Do not skip extra lines between paragraphs. If you follow this format correctly, the first page of your essay will match this handout.