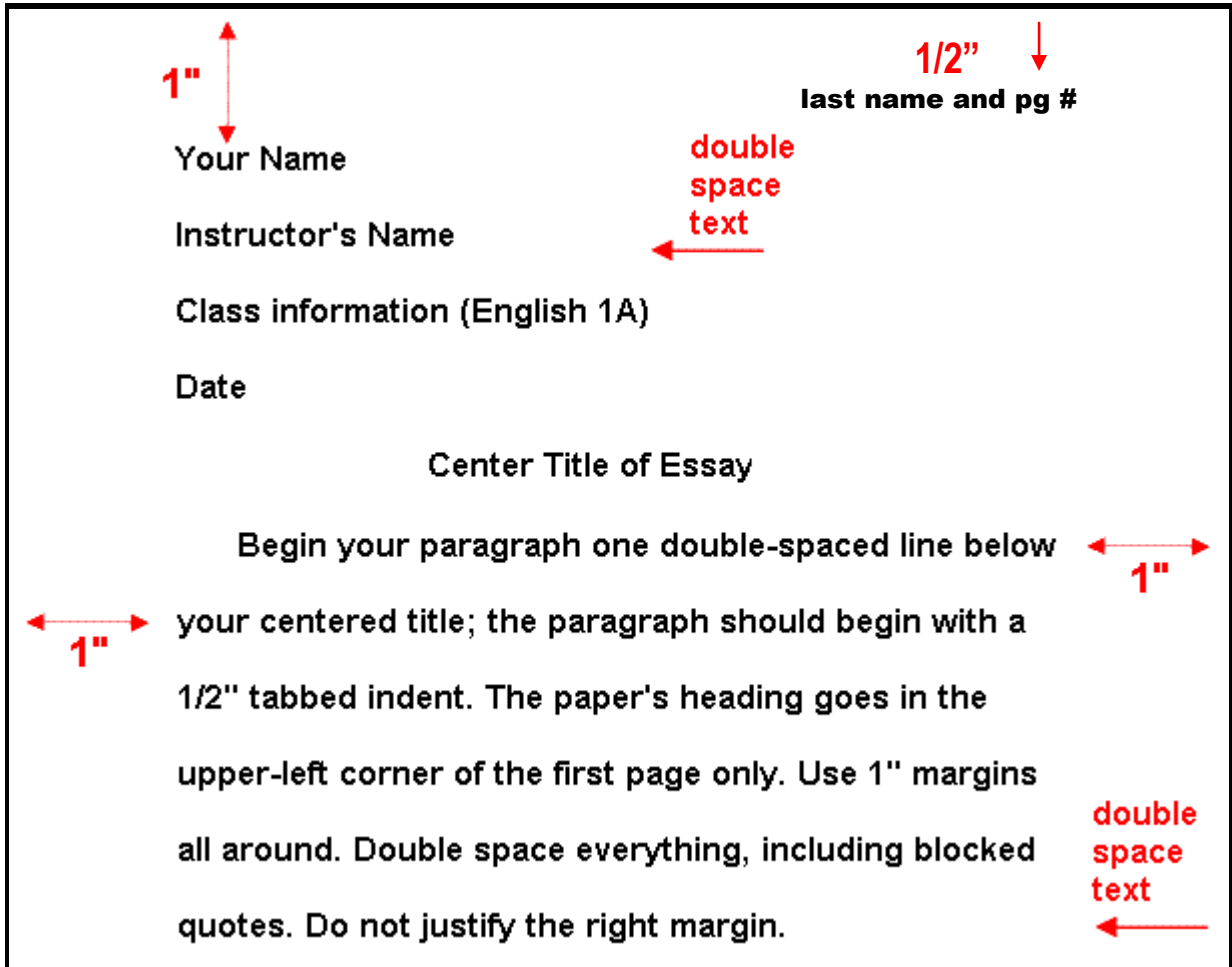


The opening page to your essay should use the format shown below:



Only the first page should include the whole heading and title. All margins--top, bottom, and sides--should be set to one inch (1") throughout the whole paper. Don't add extra spaces between the heading and the title, nor should there be extra spaces between the title and the body of the paragraph.

Use a 12 point font. Choose a font that is easy to read rather one that is decorative: "Arial," "Lucida," "Modern," "Palermo" or "Times New Roman" are some good choices. Scripted fonts are hard to read even if they do make your paper "look nice"; it is the content of the paper that is most important, and making it easy for your readers to understand that content is always a good choice.

Your title should also be in 12 point font and NOT in bold. It should be in the same font as the rest of the paper. If you use the title of a book in your paper title, it should be in italics.

A handwritten paper should look similar – place the heading in the top left corner and the title on the top printed line, centered, as in the typed version. Skip lines.

Pages that follow the opening page to your essay should use the format shown below:

The diagram illustrates the required header format and spacing for subsequent pages of an essay. It features a black-bordered box containing the following text and annotations:

- Header:** "last name and pg #". A red double-headed vertical arrow to its left indicates a height of **1/2"**.
- Text:** "On all consecutive pages, place a header in the upper right-hand corner; the header should include your last name followed by the page number. All the text on these pages should be double spaced, including any blocked quotes. Paragraphs should be separated by a single space--do not add extra spaces between paragraphs." A red double-headed horizontal arrow to the left of this text indicates a width of **1"**.
- Text:** "When you quote an author or use her ideas, be sure to document your source correctly with a parenthetical reference." A red double-headed horizontal arrow to the right of this text indicates a width of **1"**.
- Text:** "reference." A red arrow points to the right from the word "reference".
- Text:** "double space text" is written in red on the right side of the box, with a red arrow pointing to the left towards the text above.

Instead of the full heading, pages that follow the opening page should use a header in the upper right corner: your last name and the page number.

Do not add extra spaces between paragraphs—that is a business format. Instead, make sure to continue indenting paragraphs one-half inch (the usual tab default setting).

Make sure that you properly document your source with parenthetical references so there can be no questions about plagiarism. Guidelines for documentation can be found online or in the English department.