

English 96

Formatting Written Assignments

Please note the following carefully when preparing your take-home essays (including your revised essays) for this class:

- Written assignments must be typed and must follow the standard formatting practices for college writing
 - Use a readable type style (12 point type)
 - Indent paragraphs
 - Double space between lines
 - Use one inch margins.

Any style guide will contain information on formatting your written assignments for submission.

- Before handing in written assignments, edit and proofread your work carefully.
- Do not use plastic covers or report folders or title pages on your written assignments. Each assignment, though, should have your name, the course number, the date, and the instructor's name on separate lines (double-spaced) in the upper left corner of the first page. If the paper has a title, center it on the first page, after the above information.
- Use page numbers and place them in the upper right corner of the page. If you are uncertain how to have word processing software generate the correct page number in the header of your document, ask someone in one of the labs.
- You should acknowledge the words and ideas of others using a consistent citation format. In most college classes you will be asked to use either MLA (Modern Language Association) format or APA (American Psychological Association) format. For this class, refer to the earlier handout "Using Textual Evidence" for more specific information.