

Full Name

Instructor Name

Class Name, Period

Full Date

Format for Formal Papers and Essays

Follow the guidelines of the YVHS Writing Program to write your essay.

Refer to the essay rubric to check for essay quality and clarity.

Type your essay using these guidelines.

Use standard 8 ½ x 11 white paper. Do not use paper torn out of a notebook.

Double-space; this leaves room for corrections between lines.

Use standard margin settings -- one-inch margins all around; use the header shown above.
Use a standard font, 12 point Times or equivalent. Do not use handwriting fonts.

Center your title as shown. Do not underline or use quotation marks around your title.
Do not write your title in all capital letters; only first and major words are capitalized.

Do not skip lines between paragraphs.

Leave the right margin "ragged." Not all the words will come out flush against the right margin. Do not tell the computer to *justify* the right margin.

Indent each new paragraph five spaces.

Use the correct header for more pages (Disney 2, Disney 3, etc.)

Type on only one side of the paper.

Do not write or type in all capital letters.

Proofread your essay using spell-check and peer editing techniques.

Do not attach a cover sheet.

Do not write "The End."