

FORMAT FOR ALL TYPED WRITING ASSIGNMENTS

[all formal writing should be in Times New Roman, 12 pt.]

[all margins should be set at one inch; use right margin for heading and keep it single-spaced]

First and Last Name

Humanities 6

Month, day and year the assignment is submitted

[allow 2-3 lines after heading]

[center]

Always Title Your Work Using Capital and Lower Case Letters

[come down 3 more lines]

[use left margin; use tab for indentation]

[indent] Begin the body of your paper here and continue typing so that each line wraps around to the next line. You should use double-spacing for any formal writing assignment so that there is room for corrections or comments by your peer editor, the teacher or you. Be consistent with spacing after punctuation. The current recommendation is that you use one space after all types of punctuation, but it is possible that you learned the old rule which is two spaces after any end punctuation (periods, question marks and exclamation marks) and one space after commas, semicolons, and parentheses. Either tactic is fine as long as you maintain it from start to finish.

As far as paragraphs go, each new paragraph will require you to hit the enter key only once. This will make it so that there are no extra spaces between paragraphs. Keep in mind that when formatting your paper, it most likely will be necessary to select the line spacing as the default on most computers is not the same as the requirements noted here. You will probably have to change the font type and size as well.

By now it is obvious that the new paragraph must be indented using the tab key and that indentation remains consistent unless you are using quotations from a text (such as from a novel about which you are writing an essay); this is something you'll learn more about later. For now, remember that the format of a formal writing assignment is purposely boring so that it doesn't detract from your brilliant, creative and unique ideas and writing style.