

ESSAY STYLE GUIDE

Page Format:

- Use double-spacing throughout
- Use a standard typeface such as Arial, Times New Roman, Bookman, or Garamond in size 12 font
- Leave margins of one inch at the top and bottom and on both sides of the text
- Indent the first word of a paragraph one-half inch from the left margin (using the tab key)
- Number pages at the bottom in the center, starting with the first page of your essay

Title Page:

- The title page should include the title of the paper, author's name, teacher's name, course title, and date
- Center all text in the middle of the page
- Title should appear approximately 1/3 to 1/2 way down the page
- Author's name should be 2" below the title
- Instructor and course information should be 2" below the author