

Maria Rodriguez
February 2, 2014
ENG 110
Prof. Bollinger

How to Format Your Essays

It is very important to follow your professor's instructions and format your essays properly. Your good ideas deserve clear and professional formatting. If your formatting is sloppy and inconsistent, it will distract and annoy your readers. If your formatting is clear and correct, it will allow your readers to focus on your interesting essay.

A properly formatted essay has several components. As you can see from this sample page, you should put a heading on the top left-hand corner of your essay. The heading should include your name, the date, the course title, and your professor's name (spelled correctly!). The heading should be single-spaced. Second, you should title your paper. The title should be centered. The title should emphasize the essay's main idea and grab the reader's attention. You should also add page numbers to your essay.

The body of your essay should be double spaced. You can change the line spacing by going to the Format menu and choosing Paragraph, then selecting the correct option. When you double-space your essay, it makes it easier on your readers' eyes, and easier for your professor to write feedback. However, you do not need to add unnecessary spaces between paragraphs. Instead, when you begin a new paragraph, you should indent the first line one tab, as I have done in this sample. Finally, the margins of your essay should all be one inch. You should use the font Times New Roman 12. If you follow these guidelines, your essay will be easier to read, and it will show that you care about how you present your work.

Maria Rodriguez

February 2, 2014.

Mrs. Boolinger

How NOT to Format Your essay

It is very important to follow your professor's instructions and format your essays properly. Your good ideas deserve clear and professional formatting. If your formatting is sloppy and inconsistent, it will distract and annoy your readers. If your formatting is clear and correct, it will allow your readers to focus on your interesting essay.

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