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Ms. Miller

ELA 10, 2nd hour

16 October 2010

<div align="center">Essay Format</div>

In English classes during High School you will write many essays. We use a type of formatting called "MLA Style" – this requires the document to be set up in a very particular way. Follow my steps here to ensure you have a template saved that you can use time and time again.

When formatting your essay, there are a few things you should consider. First, create a header for your document. To do so, click the *View* tab then *Header and Footer*. Click the symbol that looks like this to align the text to the right. Type your last name into the box. After your name, press the space bar once, and then click on to insert page numbers. Select close to save your settings.

After creating a header, you must also list your name and other pertinent information. At the top of the page, please write your name. On the next line, write my name (be sure to spell it correctly). The next line should state the class title and hour; for example ELA 10, 2nd hour. The last line is the date. Please remember to first list the date, followed by the month, and finish with the year!

When your heading is complete, it's time to title your essay. Please center the title. Do **not** underline or italicize the title. Your title should be the same size font as the rest of your paper. Please do not use WordArt or other "flashy" designs for the title. Follow MLA format and keep it simple. For now the word Title would suffice.

Now it's time to begin your essay. When typing your essay, please do **not** add extra spaces between paragraphs – indenting is all you need! Make sure the entire document is double-spaced. Please be sure to use Times New Roman or Georgia font. Your font should be no larger than size twelve. Your page margins should be one inch (it should be set on this automatically, but to set the margin sizes, go to *File* and then *Page Setup*). Before you print, be sure to read your paper aloud at least twice. Doing so will help you find any grammar errors and awkward sentences.

Save this file in your user folder as "MLA Essay Template." Whenever you have an essay due in any English class, you can open this template and just make changes as you go. Good luck. Be sure to keep these protocols. You'll use them again and again!