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Ms. Miller

ELA 10, 2<sup>nd</sup> hour

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### Essay Format Protocols

When formatting your essay, there are a few things you should consider. First, create a header for your document. To do so, click *Insert* then *Page Number*. A new drop-down menu will appear. Please select *Top of Page* and then *Plain Number*. Move your cursor to click before the page number; type your last name here. This header should appear on every page EXCEPT page one. To do this, have your cursor active in the header bar. A green tab will appear at the top of the page called *Header and Footer Tools*. Directly under this green tab there will be a box to check called *Different First Page*.

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: ELA 10, 2<sup>nd</sup> 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.

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 (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.

Good luck. Be sure to keep these protocols. You'll use them again and again!