

# NO COVER SHEETS!!!!

- Heading: in the top left hand corner
- Title: Your Original Title is Centered
- Spacing: — Double Space
- Margins: One inch (1”) top, bottom, left, and right.
- Page numbers: AFTER the first page:  
Include your last name, a comma, and the page #.

If you DO NOT know how to do pages numbers,  
COME SEE ME – with your computer

Style Sheet

Name  
Eng 000.00 (your class)  
Date  
Dr. Rex

Title

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Last Name, 2

- You MUST have an ORIGINAL TITLE (something other than Essay 1 etc)
- You MUST have a Thesis Statement!!! A thesis statement includes: 1) your topic, 2) how you are going to write about that topic, and 3) some hint as to your attitude toward your topic.
- You MUST follow the “rules” of Edited American English— No slang, no profanity, no contractions, no use of the 2<sup>nd</sup> person (you, your, yours), etc.
- Use a SARIF font (Times New Roman, Palatino) in size 12 — No **BOLD** or *Italics*
- Do NOT skip lines between paragraphs — Use Indent to show a new paragraph
- If you quote or paraphrase ANYTHING, you MUST include a Works Cited page.
- On using quotes:  
If you use more than 2 words in exactly the same way as someone else has, you must give the author credit. If you do not know how to do this – consult your handbook or ASK ME!!!
- Titles: Titles of books/magazines/newspapers are *italicized* or underlined. Titles of articles or newspaper stories, or essays are put in quotation marks (“”). Your titles are NOT punctuated at all.

The first time you use an author’s name, you put both first AND last name. After that, you use ONLY the LAST name (no Mr. Ms. Etc).

Remember to proof-read – They’re, There, & Their are DIFFERENT WORDS – use them correctly

On Contractions: Don’t = do not (2 words); can’t = cannot (1 WORD) – spell check will not catch this

NO USE OF THE 2<sup>nd</sup> PERSON!! - no “you,” “yours,” or “your” - do not use command forms of verbs