

Formatting Guide for English 101 Papers - The Concise Version

The main reason for standardized formatting guidelines is to make sure that your ideas are not misrepresented or obscured by novel or poor typographical factors. Please adhere to the following when preparing your submissions for this and all other classes, unless otherwise directed by your instructor.

- **Use 12-point font.** Larger fonts make your paper look like a children's book. Smaller fonts are simply harder to read.
- **Use Time New Roman.** Yes, it's kind of stodgy. Yes, it's overused and boring. However it is extremely legible and won't get in the way of your ideas.
- **Double-space your text.** (If you don't know how to set line spacing, go to the help menu of your word processing application and search for "line spacing"). This will make it easier to read your text, and it provides space for comments.
- **Use 1" margins all around.** Assuming you are using MS Word, look under the file menu for "Page Setup" and set all margins to 1". Why? It makes your paper look clean and balanced on the page, while providing enough space for comments in margins.
- Make sure your **name, class name and number, and date** are on the first page of your paper, at the left hand margin. The **title of your paper should be centered.**
- **Insert page numbers.** If your paper should come apart, page numbers will make it much easier to put it back together in order.
- **Bind the paper.** Staples are the best. Paper clips will also work.