

## REQUIREMENTS FOR WRITING AN ESSAY

The way a paper looks greatly influences the attitude a reader brings to it. Sloppy work gives the impression that the writer does not care. Work you do for this class must not give this impression.

Unless you are told otherwise, the following requirements must be followed each time you write an essay for English.

1. Type your paper, or write neatly in blue or black ink.
2. Double space (skip every other line).
3. Write on only one side of the paper.
4. Put a full heading in the top left-hand corner of the first page per MLA format. This is the full heading for the first page:

Jane Doe  
English 10\*, Period 2\*  
September 7, 2007\*

\* for demonstration only – include current/accurate information

5. Your title should be centered on the first page of your paper. Skip 2 lines before beginning the actual paper. Do not include a separate title page.
6. Leave a one-inch margin at the top, bottom, and each side of the paper.
7. Number all pages sequentially.
8. All written work for this class must demonstrate substantial adherence to the mechanical conventions of good writing. These conventions include, among others, commonly accepted spellings, grammatical usage of words, correct sentence structures, and conventional capitalization and punctuation.
9. If a paper does not adhere to numbers 1-8, it will not be accepted.

**Keep this handout. It will be in effect all semester long.**