

Paper Formatting for English 2020

Typed Work

ALL out-of-class work **must** be typed (this includes homework), unless I give you a sheet that you must fill out. Untyped homework will not be accepted. If you can't turn it in, it becomes late. I do not accept late homework for a grade (I'd be happy to comment on the homework to help you if I have time).

All papers (drafts and final versions) **must be typed** on 8.5x11-inch paper with 1 inch margins all around (1.25-1.5 inch is acceptable for the left and right margins) and 12-point font size for the body of the paper. I expect you to use a standard serif font for the body of the paper, such as Times New Roman.

General Format

Papers must be double-spaced (unless specified otherwise). There are no extra lines between paragraphs (make sure paragraph before and after spacing is set to 0). All papers must be left aligned with a ½-inch indent for each new paragraph. I expect ALL assignments over one page to be stapled.

Okay, now pretending that your name is Bill Shakespeare and that you are writing about how gender affects relationships (social aspect), the top of the first page of a paper would, therefore, look something like the following:

Bill Shakespeare

Garrett Winn

English 2020, Section 601

September 14, 2010

Rhetorical Analysis Paper

Gender and Relationships

This is the first paragraph. It is a great paragraph about important things. That is the end of the paragraph.

Here is the second paragraph. Notice that the indent on a new paragraph is about ½ inch. There is no extra space between paragraphs.

At the top, left side of the first page of the paper, you will put your “intro” information: Put your name, my name, class level and section number (like English 2020, 601), the date, and the assignment name on five double spaced. The date should always be the date that you turn in the assignment. Note that on rewrites, you would update the date to reflect the revision turn in date.

I expect you to create an original title for each assignment. Note that “original” means “not the same name as the assignment”. It should be centered on the next line down from your intro information.

Don’t do title pages on any assignment except the classical argument. We’ll go over how to do a title page when we get to that assignment.

I do, however, expect all major papers to have a cover letter that describes how you want me to comment on your paper (how detailed and any specific thing to look for), as well as how to mark grammar errors. Follow standard letter formatting.

Make sure your last name, the paper title (or a shortened version if it is long), and a page number appear in the top right header of every page **except** the first. Each of these should be separated by a comma or other ligature (like a dash or pipe character). The header of the second and subsequent pages would look something like the following:

Shakespeare, Gender and Relationships, 2

is the continuation of a sentence for a paragraph.

This is the next paragraph. I could go on and on like this. Writing a properly-formatted paper is such great fun.

Also, please do not submit your papers in any kind of folder or strange binding. A single staple in the corner will do nicely (Warning: I do **not** bring a stapler to class). Paperclip or binder clip any additional resources due with the paper. Only use a paperclip for sets of less than or equal to 15 sheets of paper. Use a binder clip for anything over 15 sheets.

We will follow the APA guidelines for all papers (apart from the departures I have included above), and especially for documenting sources.

Finally, at the end of the major papers, you will need to put, left-aligned on its own line, a set of square brackets with the number of words for the entire paper inside the brackets. So that it looks something like the following example.

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