

Format for Essays

This is the proper format to use for typed homework assignments for Butler's class. Your name, the class and the date should be in the upper right hand corner. The title of the assignment should be centered on the page. No separate cover page should be added. Just staple your paper in the upper left corner.

Your papers should be double-spaced, as is this one. Notice the size of this type, size 12, which standard for college papers. And you should use a font, or type style, that is similar to this one. This font is known as "Times." Another acceptable font is known as "Palatino." And there are other similar fonts that are acceptable, such as "Times New Roman" and "Arial," and even "Helvetica."

"Comic Sans MS," however, is not an acceptable font. "KLANG" is not acceptable, either. **Neither is "Bodoni"** or other fancy fonts. AND DON'T WRITE IN ALL CAPITALS EITHER. Use **bold** and *italics* for emphasis.

You should indent about six spaces for each new paragraph, and you should not skip extra lines between paragraphs. The margins of the paper should be one-inch all the way around. If you have more than one page, pages should be numbered, as this one is, at the bottom.

Before you turn in your final paper you should use your computer's spelling checker to catch **accidentlaly mispeled worsd**. (Papers with typos and misspellings will lose one letter grade automatically.) And you should read your paper should read your paper aloud to yourself

or to someone else to make should your sentences all make sense! Did you spot the errors in the previous two sentences?

The ideas you want to express are the most important part of your paper, and you should treat them like children you are proud of: dress them up in their best clothes before you send them off to meet the world. If you follow the procedures I have listed in this paper, you will impress your instructors and anyone else who reads them.

This essay is 336 words long– one paragraph more than a page.