

Taylor Smith

Mrs. Shires

English Period #

Due Date

### Essay Format

Begin your essay with the first paragraph indented. When you type your essays, please use a standard font, size 12. Your work will need to be double spaced so that I can read it quickly and efficiently! The margins for an essay are one inch on all four sides.

The second paragraph will also be indented. Did you notice how I did not skip a second line between the paragraphs? Since I indented, there is no need to skip another line. The indentation will let me, the reader, know that this is a new paragraph, and that as a reader, I will find new ideas in here.

The third paragraph will be indented just as the previous two and the essay will follow according to this format. Remember to use transition words!

### **MLA Format Checklist:**

\_\_\_\_\_ First page has your name, teacher name, class & period, and due date in top left corner

\_\_\_\_\_ Entire paper has one inch margins & double spaced

\_\_\_\_\_ Last name and page number in top right hand corner on all pages

\_\_\_\_\_ 12-point standard font

\_\_\_\_\_ Left-hand justified & indented paragraphs

