“THE FIRST SEVEN YEARS” ESSAY FORMATTING REQUIREMENTS

**General Guidelines**

* **Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.**
* **Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another.**
* **The font size should be 12 pt.**
* **Leave only one space after periods or other punctuation marks.**
* **Set the margins of your document to 1 inch on all sides.**
* **Indent the first line of paragraphs one half-inch from the left margin by using the ‘tab’ key.**
* **Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.**
* **Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.**
* **Turn your paper in** [**www.turnitin.com**](http://www.turnitin.com) **by THURSDAY, DECEMBER 19 BY THE END OF THE PERIOD.**
* **Print a hard copy and submit it by the end of the period on THURSDAY, DECEMBER 19, 2019**

**Formatting the First Page of Your Paper**

* **Do not make a title page**
* **In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.**
* **Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.**
* **Double space between the title and the first line of the text.**
* **Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.**