

JHS PARAGRAPH & ESSAY FORMAT

1. Margins

The margins will be one inch (1”) at left, right, and bottom. The margin at the top of the page will be one-half inch (½”) above the header (page number).

2. Font

All writing assignments will be typed in a standard (Times New Roman), 12-point font.

3. Page numbers

Every page will include the author’s last name and the page number (Arabic numeral) justified at the right margin in the upper right corner of the page.

4. Heading

Page one will have a heading, justified at the left margin on the left side of the page, including the writer’s name, the course name, and the paper’s due date.

5. Title

All writing assignments will have a title, centered on page one between the heading and body.

6. Spacing

The entirety of the writing assignment will be double-spaced, including page number, heading, title, and body. Margins should be left-justified (ragged on right side of page).

Sample of a writing assignment’s first page:

Howard 1
John Howard
Mr. Stafford
English III
12 September 2008
Jack and Jane: The Mirrored Horror of Isolation in <i>The Shining</i> and “The Yellow Wallpaper”
There is no doubt that Stephen King’s <i>The Shining</i> is a novel about the needy desperation of the haunted locale and the mental degradation caused by isolation. Though most often read as a polemic against the social injustices of early twentieth- century patriarchy, Charlotte Perkins Gilman’s turn-of-the-century short story,

“The Yellow Wallpaper,” can be interpreted as a woman’s gradual descent into complete madness as she struggles against the isolation imposed by her

7. Documentation

Any source from which information is gathered must be cited in the writing assignment. Format for documentation will adhere to the *MLA Handbook for Writers of Research Papers*.

COMMONLY USED MICROSOFT WORD COMMANDS

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| 1. To set a header: | View/Header & footer |
| 2. To change margins: | File/Page Setup |
| 3. To change header margin | File/Page Setup/Layout |
| 4. To center a page vertically: | File/Page Setup/Layout |
| 5. To change line spacing: | Format/Paragraph/Line Spacing
(or use icon on Formatting Toolbar) |
| 6. To insert clip art or graphics: | Insert/Picture/Clip art--Right click & format picture |
| 7. To format picture or clip art: | Rt. Click on picture <ul style="list-style-type: none">➤ Click format picture➤ Layout, then square centers across➤ Read screen to do more |
| 7. To insert bullets (or numbers): | Format/Bullets & numbering |
| 8. To insert a text box: | Insert/Text box <ul style="list-style-type: none">➤ Draw box➤ Rt. Click at top of box & format box |