

SRS School Style Guide - Basic formatting

1. Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper
2. Double-space the text of your paper
3. Use Times New Roman font
4. The font size should be 12 pt.
5. Leave one or two spaces after periods. Leave one space after other punctuation marks like commas.
6. Set the margins of your document to 1 inch on all sides
7. Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key
8. 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.
9. 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.
10. If you used references or other sources (books, websites, articles, etc.) when you wrote your paper, please include an MLA style bibliography/works cited page at the end of your paper on a new, separate page.

Exemplar Student

Mrs. Teacher

8th Grade Language Arts

October 3, 2018

Wonderful Essay

I start my wonderful essay by indenting each paragraph with one stroke of the TAB key. I use 12 point font in the Times New Roman style. I am sure to double space my lines. The margins of my wonderful essay are 1 inch all around.

My teachers love when I follow the directions for my wonderful papers, science fair projects, and essays. I am sure to get an A on formatting when I remember to do the things they have asked.

The format of this kind of writing is called MLA. I know that I can google “MLA Formatting” if I have questions about what I need to do. I can also ask my teachers.

When I need to reference a source, I follow the guidelines provided by my teachers as this may vary among my different classes. My teachers are sure to tell me what websites I can use to help me with my citations. I will definitely follow their rules!

I am so excited that the format for my essay is wonderful. It makes it so much easier for my teacher’s to read and to grade. It is also important for me to learn these important life skills.

Works Cited (from OWL at Purdue)

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