

English Department Manuscript Guidelines

All final copies of English compositions should be typed using the following guidelines:

- Type the proper heading at the top **left-hand corner** of the paper. The heading should include your name, the date the paper is due, and the class period, each on its own line.
- Center the title of the paper. This should be done underneath the heading. Do not underline or italicize the title. *Make sure that you don't center the entire paper—just the title!
- Double space the text. (A shortcut to do this would be to highlight your text after you've finished typing; then press the *CTRL* key and the 2 key at the same time.)
- Use a 12 point font. Times New Roman is best, but any easy-to-read font is acceptable.
- Use black or blue ink.
- Have one inch margins at the top, bottom and sides of the paper (the computer should have one-inch margins already set as the default).
- Indent each new paragraph