PVHS English Department Essay Format

1. **Heading**:
    a. Includes name, date, and block
    b. Located in upper left hand corner
    c. Double Spaced

2. **Title**:
    a. Centered
    b. Capitalize only first letter of main words
    c. Not underlined, not in italics, unless referring to a published work
    d. When typing font size should be 12
    e. Use a "regular" font – Times New Roman, Arial, Footlight, etc.

3. **Essay**:
    a. When typing font size should be 12
    b. Use a "regular" font – Times New Roman, Arial, Footlight, etc.
    c. Indent 1st line of paragraphs five spaces or tab once
    d. Entire essay should be double spaced (except for practice essays for AP exam or CAHSEE exam)
    e. Do not add extra lines between paragraphs
    f. When referencing other works, use parenthetical documentation
    g. Write on one side of paper only. Do not write back to back.

4. **Works Cited Page**:
    a. When typing font should be size 12
    b. Use a "regular" font – Times New Roman, Arial, Footlight, etc.
    c. Title should be centered
    d. Title for the page is not underlined, in quotation marks, or in italics
    e. Citations should be alphabetized
    f. Must use proper MLA format

5. **Pagination**:
    a. Numbers should appear at the top right hand corner following the students last name on pages 2 and on. (i.e.   Smith 2)
    b. Use number only – not "page" or "pg" or "-"

6. **Format**:
    a. 1 inch margins all the way around the essay
    b. On lined paper students should be writing within the boundaries of the paper (i.e. within the red or pink line on the right and left side of the paper)