**Essay Formatting Standards**

***Unless otherwise stated, all essays will adhere to the following standards…***

Include:

* Heading with first and last name, date, period
* Title of assignment
* Student name on top right corner of every page (in case pages become separated)
* Stapled at the top left corner

**Typing Standards:**

* “Times New Roman” font style
* 12 point size
* Double spaced
* Left justified
* 1 inch margins on all four sides
* Indentations = 1 tab (5 spaces)
* Black ink
* Do NOT skip lines in between paragraphs
* Title is to follow formatting rules (12 pt, Times New Roman) except for being centered

**Written By Hand:**

* Blue or black ink (pencil is allowed for STAR Simulations only). No colored ink (ex: no turquoise, pink, red, green, purple, etc.)
* Skip lines
* Do NOT add extra skipped lines in between paragraphs
* Use the front of the page only
* Indent approximately one inch (2 finger widths)