Your Name
Class Period
Teacher's Name
Due Date

Title, With Capitalized Key Words

Proper formatting is an essential component of essay composition. It makes your paper looks professional and presentable. Follow these basic instructions.

In the upper left corner of the page should be the heading; this is the only part of the typed essay that should be single-spaced. The remainder of the document must be double-spaced. One space below the heading, center-aligned, is the title. The title, in the same font and size, should not feature any formatting (so, it should not be in boldface, nor should it be underlined or italicized); first letters of all primary words should be capitalized. One space below the title should be the start of the essay. Be sure to indent one tab space all new paragraphs. Be careful: there should only be two spaces between paragraphs, not four (so, do not double space and then double space again).

Like that. The font must always be 12-point, Times New Roman; the document should have one-inch margins all around. Titles of books should be *italicized*, while shorter pieces like poems, articles, essays, chapters, and short stories should be in "quotes." If you use quotes from the text, they must also be properly formatted and cited. The citation should be only the author's last name and the page number on which the quote appears. It should like this: "Here is the quote that I am using" (DioGuardi 9).