

Essay Format

All paragraphs should be indented, using the TAB button on the keyboard. The easiest way to do this correctly is this: when you reach the end of a paragraph, press the ENTER key once, and then press the TAB key, and start typing the next paragraph.

Then your paragraphs will look like this.

All of your text should be in 12-point font size. Smaller is hard to read, and bigger uses too much paper. All the text should also be in a basic font, like Times New Roman or Arial. I prefer Courier, because it is very easy to read, but it uses more paper. So when I say "2 pages", I usually mean 2 pages of Times New Roman text, but I would prefer that you convert the text to Courier or Courier New before printing it, even if that means 3 pages of text.

The margins on the page should be about 1" on each side, which is about 2.5 cm. Your name, the class name, my name, part of the title of the essay, and the date should be in the header of the paper, just they are in this paper. You may have to learn how to use the header function in order to do this properly in your wordprocessor.

If you use images in your essay, please make sure they are used to illustrate an argument. Charts showing information are great: pictures of cute dogs are not.

Short quotations should be in "quotation marks", like this: Bill Gates said, "64K of RAM ought to be good enough for anyone." Longer quotes need to be indented as paragraphs, in the following way:

I thought that if I ran into the fire, I would save someone's life. I didn't want to be a hero, and I certainly didn't want people to call me crazy. But that was what everyone told me: that I was crazy for running into the fire.

We'll talk about how to show the sources of quotes after midterms, but for now, remember: anytime you're using someone else's words, you need to show this by either offsetting a paragraph (for long quotes) or using quotation marks ("") for shorter quotes.

The pages of your essay must be numbered. They can be numbered in the header, or else in the footer as with this document. The choice is yours. If you're really skilled with computers, it's best to not include a page number on the first page (and only to include part of the title in the header from page 2 onward), but that's not a big deal for this class.

You should never, ever use smilies or slang in an essay without a very good reason.

For my class, essays should not be submitted in plastic folders, but only stapled or paperclipped. A cover sheet/title page is not necessary, though including a spare blank page for comments is fine.