

Paper Format

All of your revised written work in all English classes at West Albany High School should be word-processed in the following format:

Identifying Information: the information listed below should appear in the upper left corner of your paper, single-spaced.

Your Name and Graduation Year Class and Teacher Period Date	Casey Jones 2013 English 9 • Gritter Period 6 10/31/09
----------------------------------------------------------------------	-----------------------------------------------------------------

Title: Your essay must have an original title (not just the name of the assignment). Center your title below the identifying information. Do not underline or place quotation marks around your title, unless part of the title is actually a quotation. Capitalize the first letter of all words in the title except articles (the, an, a), short conjunctions (and, but, or), and short prepositions (of, on, etc.) — unless, of course, they are the first word in the title. Do not place a period at the end of your title. Double-space and begin the text. Do not use a separate title page.

Body Copy: The rest of the paper should be

- ✓ 12 point Times or Palatino font
- ✓ aligned on the left
- ✓ double-spaced
- ✓ 1" margins
- ✓ new paragraphs should be indented
- ✓ no additional line space between paragraphs

Page Numbers: Every page after the first should be numbered. Numbers should appear in the upper right corner, ½" from the top. (Learn how to make your word processor do this automatically, if you don't already know.)

Word Count: The final word count should appear at the end of your paper. Your word processor will figure the word count for you (under the "Tools" menu in Microsoft Word).

Casey Jones 2013
English 9 • Gritter
Period 5
10/31/09

Your Original and Brilliant Title Goes Here

In the introductory paragraph you should include your thesis and briefly state your supporting ideas. This is the paragraph where you introduce your paper to the reader. It is the first paragraph that they will read, but it may be the last part that you will write. The last sentence in your introductory paragraph is a transition into the next paragraph (a transition may or may not be needed).

The first line in your next paragraph should include your most important point or idea, or the one that you feel is most important. Each main idea should be stated in one or two lines. The rest of the paragraph should be used for details, expanding on the main idea of the paragraph. As a rule of thumb, each main idea should have at least three to four times the amount of space spent explaining or supporting it.

The first line of the third paragraph should state your next most important point or idea. Sometimes it is difficult to tell which main idea is the most important. If you experience this, consider organizing your essay in a logical sequence, chronological order or a geographic grouping. The main goal is to organize your paper in a consistent manner.

Word count: 206