

Style Sheet for Preparing Manuscripts

In preparing the presentation draft of your essay, please following MLA style as described below:

- Margins should be set at 1 inch on all sides
- Use Times New Roman font size 12
- Entire essay is double-spaced
- Paragraph indentations are 5 spaces
- Prefatory information begins one inch down and includes:

Your name Gwynyth Paltrow

Instructor's name Mrs. Frederick

Course title English 2

Date 3 September 2009

- Title is centered. Capitalize the first letter of every important word including that of the first and last word. Keep the title the same style and size font as the rest of the paper, i.e. no underlining, bold face, etc.
- All pages are numbered _ inch from the top right hand margin and include your name and the page number, i.e. Paltrow 1. The usual procedure is to insert page numbers after you have typed the essay.

All formal essays must be typed. Typing is encouraged on all writing assignments. You will often be asked to show the writing process. Keep all your steps from prewriting through the presentation draft.