

Patrick B. Moody
May 25, 20**
Period 4

Moody Word Processing Format

Please use this format for all essays other than the research paper in this class. If you have a Works Cited page, you will follow the format for that and staple it to the back of your essay.

You are to use Times New Roman font at 10- or 12-point size in black ink *throughout the entire essay*. There are no exceptions.

Type your name, date, and block number in the upper left hand corner of your essay. These lines should be single spaced. (This page serves as your example for this.) Triple space after the class period line to place your title.

Unless directed otherwise, your title should appear centered on the page, in bold, and in Times New Roman, 12-point font. Your title should appear at the top of your essay, *not* on a separate title page. (An example is the title of this page.) Also, the title of an essay has two functions; it should express something about the thesis of your essay, and it should be interesting. Do NOT underline, italicize, or quote the title of your own essay. Only underline, quote, or italicize titles to which you refer. Underline or italicize titles of novels, plays, and other larger works; quote titles of chapters in novels, short stories, poems, and songs. So if the title of another work is included in your title, then follow the rules above for how to treat only that title to which you refer. For example, here is the title of an essay that I wrote in college about Emily Dickinson's poem *I Heard a Fly Buzz*:

Sound and Sense in Emily Dickinson's *I Heard a Fly Buzz*

The essay portion of your paper (excluding title and works cited pages) is to be double spaced throughout the entire page. Do not use more than double spacing between paragraphs! When you finish typing a paragraph, you should press the return/enter key, then press the tab key to begin the next paragraph. Most word processors have the tab key set to indent one half inch, the correct indentation for starting a new paragraph.

Set page numbering to begin at page two of your essay. The first page of your essay, and the title and works-cited pages should *not* be numbered.

Leave *one* space between words and *one* space after every comma or semi-colon. Leave *two* spaces after end marks, whether the sentence ends with a period, a question mark, or an exclamation mark, and leave *two* spaces at the end of every colon. *NO* space should be left in front of a punctuation mark.

Do not right justify or center your entire essay, and do not automatically format hyphens. Left justification is preferred.

For all titles, every word, except articles (*a, an, the*), prepositions (such as *in, on, under, over*), and conjunctions (such as *and, because, but, however*), should be capitalized, unless they occur at the beginning of the title or subtitle, e.g.: "And Now for Something Completely Different: A Hedgehog at the Hospital."

Sheets of paper should be stapled at the upper left-hand corner. Use a paper clip if no stapler is available. Do *not* use a pin or fold the paper! Do *not* hand in your paper in a folder, a binder, a plastic jacket, rolled up with an elastic band around it, or tied with a ribbon or a string. Do *not* spray perfume or cologne on your paper or use scented paper. And NEVER hand in your paper in loose sheets even if the sheets are neatly placed in an envelope or folder, see-through, or otherwise.

For those of you who consider yourselves environmentalists and wish to save paper, I will accept electronic versions of your essays. To submit your essay electronically, you will need to save it as a Word document (no exceptions) and send it as an email attachment to my school email address (pmoody@portage.k12.in.us). Also, you will need to save the document using the following format: LastName.FirstInitial.title.doc. Mine might look like this:

moody.p.description.doc

The condition of the paper that you hand in is an indication of the respect you have for yourself and the respect you have for your teacher. Your paper's format is worth five percent of your essay's grade.