

Double Checking Your Layout

- Is the paper typed in Times New Roman 12-point font?
- Is the paper double spaced?
- Are your last name and a page number in the top right-hand corner of each page?
- Does the first page include your first and last name, instructor's name, course name and submission date in the top left-hand corner?
- Is the title centred and in the same font as the rest of the essay (no bold, italics, etc.)?
- Is your title intriguing and clearly connected to the topic of your essay?
- Is each paragraph properly indented?
- Have extra spaces been removed from in between the title and the body of the essay?
- Have you indented the first line of each paragraph and removed any empty lines (double returns) between paragraphs?
- Are visual materials (e.g. photographs, charts) included near the part of the essay in which they are mentioned?
- Do your visual materials have properly formatted captions that give a brief description of the image and its connection to your writing?
- Does your captions include the source of the material?
- Does the writing fit within the length requirements of the assignment?

Your first page should look something like this:

The diagram illustrates the layout of a first page with several callout boxes providing instructions:

- Top Left:** Use 12pt Times New Roman, double-spaced. 1-inch margins all around.
- Top Right:** Your last name, a space, and the page number. (Insert > Header) Rider 1
- Left Side (Metadata):** Paige Rider, Professor S. A. Marker, English 101, 3 April 2011
- Center (Title):** A meaningful title. "Essay 3" is a pointless title. State your topic. Some instructors will also want you to state your position and/or engage the reader. (Check with your instructor.)
How College Writing Differs from High School:
- Right Side:** Everything double-spaced. Don't use any boldface, larger letters, or blank lines before or after the title.
- Bottom Left:** Indent each paragraph. No blank lines or extra space between paragraphs.
- Bottom (Text):** Essays that Welcome Uncertainty and Seek out Debates Lead to True Growth
In high school, teachers who asked me to write personal essays or expository