

Standard Format for all Typed Papers
Curie Metro High School English Department

1. Your paper should always have a heading. Your heading must be in the top **left** corner, single-spaced, and include the following in this order:
 - Name and Division
 - Teacher's Name
 - Class Name and Period
 - Date of Submission (written out)
 - Draft # (optional)
2. Do not include a title page. However, you must always have a title for your paper on the first page of your paper. Your title should be centered, one double-spaced line below the header and one double-spaced line above the first line of your paper.
3. Each page should have a header with your last name and the page number in the upper right corner. (Ask for help about using MS Word's header function.)
4. All of your papers should be typed and double-spaced. Do not include extra spacing between your paragraphs.
5. Always use Times New Roman 12-point font, black ink, and plain white paper.
6. Do not use bolded lettering, italics, or a font size larger than 12 point anywhere in your paper. The only exceptions are the following:
 - Big titles including the titles of books and films should be italicized OR underlined (not both).
 - Small titles including the titles of articles, poems, songs, and stories should appear in quotation marks.
7. Your paper should have standard 1" margins. Most computers are set up with 1.25" margins in MS Word, so you need to be sure to change this detail!
8. The first line of all paragraphs should be indented using one tab. Do not skip extra lines between paragraphs.
9. You must cite all outside research in your paper. This includes direct quotes and information or ideas that aren't your own. The failure to cite outside sources constitutes plagiarism.
10. If you cite any sources within your paper, you must include a Works Cited page (bibliography) at the end of your paper. This applies even if your only reference is one text you have studied in class.
11. In literary analysis essays, you must mention the author's full name and title of your primary source in the introduction. This text must also include a complete reference in your Works Cited.