



Teacher's Name:

English 10-5

21 August 2006

Manuscript Form for Formal Composition

I. Margins

- A. Typed papers will have one-inch margins on all four sides, except for the page number, which should be 1/2 inch from the top.
- B. Handwritten papers will observe margins on the paper for the tops and sides while leaving two blank lines at the bottom of the page.

II. Heading, Title, and Pagination

- A. Starting on the top line at left margin of the paper, the student will use the following modified MLA heading:
 - Student's Name
 - Teacher's Name
 - Course and period (e.g., November 10-5)
 - Date (military style, e.g., 21 August 2005)
- B. The heading should be double-spaced for typed papers and single-spaced for handwritten papers.
- C. An original title will appear as in the example on this page with spacing before and after it.
- D. Beginning with the very first page, the student will put his/her last name followed by the appropriate page number in the upper right corner of each page.

III. Presentation

- A. Papers must be written in blue or black ink or typed.
- B. Typed papers should be double-spaced throughout, including quotations and the list of works cited.
- C. Typed papers will use appropriate fonts and point sizes. (Preferences: Times New Roman and 12-point font or close approximation.)
- D. Typing or handwriting will appear on only the fronts of pages.
- E. The first sentence of each paragraph should be indented five spaces for typewritten papers or its logical equivalent for handwritten papers.
- F. Papers will be bound with only one staple in the upper left corner of the paper.

IV. Points of Style and Corrections

- A. Use no contractions.
- B. Use no abbreviations.
- C. Spell out numbers written in one or two words and represent other numbers by numerals (*one, thirty-six, one hundred, two thousand*, but *2 1/2, 101, 1,275*).
- D. Corrections should be made neatly and consistently.

