**Formatting Essay Text**

1. Use the standard margins of 1" on the top and bottom margins and 1.25" on the left and right margins.
2. Double spaced text is standard in essay writing and provides room for your editor or teacher to circle or underline errors or add arrows connecting their comments to your text.
3. Unless otherwise specified, essay text is left aligned. In cases where your essay is hand written instead of typed, it's "handy" to use a straight edge to keep vertical alignments at a 90-degree angle.
4. Use a standard font such as "Times New Roman" size 12.
5. Print your essay on only one side of paper.
6. Use standard white paper (8.5" X 11").
7. Paragraphs are identified by an indentation of five spaces (a tab), do not make extra spaces between paragraphs.
8. Name, Class, Date, Essay Name in top right margin.
9. Title - Centered before first paragraph.