How to Format College Essay

Font Size/Style, Margins, and Line Spacing

We suggest you begin by choosing a 12pt font in the Times New Roman style as the default font size and style for essays. This font is universally acceptable for almost every type of academic paper. And please note there is no point in thinking you will get away with writing less by choosing a bigger font size!

When it comes to margin size, we recommend you allow a one-inch margin on all four sides of each page i.e. at the left, right, top, and bottom of all pages. It is easy to create one-inch margins in MS Word. Just follow these steps:

- · Choose "Margins" in the "Page Layout" menu.
- Select the option labelled "Normal," which sets a default margin of one inch
 on all sides of the page.

Paragraphs should be typed in double line spacing. You can do this in the Microsoft Word software by:

- · Selecting the option labelled "Paragraph."
- · Choose the portion you want and right-click on it.
- Choose "Paragraph" and you should see a tab labelled "Indents and Spacing."
- Now select "Line Spacing," followed by the option labelled "Double."

Adding Page Headers to a Paper

Page headings should be placed in the upper left-hand corners of pages, Check that you have indentation set so that it is justified to the left-hand side. It is easy to enable the type of justification you want in MS Word.

The following is the heading format you should use in your essays:

- The header's first line should contain your own name.
- The next line should contain the name of your teacher or course instructor.

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Ann Raimes

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The "I Hate to Write" Guide to College Level Essays Beth Daniels, 2017-12-29 THE I HATE TO WRITE GUIDE TO COLLEGE LEVEL ESSAYS 4 IN 1 does not replace the required text books in English Composition courses but it does explain how to write an essay at this level without using academic words like thesis I never understood what that meant when I was an undergraduate so I don t expected everyone to know what it means but I do explain what it is in regular language The four volumes grouped together here have appeared in e book form but never as a print copy It was probably past time to offer another option The reason I wrote BASIC ESSAY BOOK CRITIQUE and RESEARCH PAPER is that they were the first essays students were required to wrote not just in composition class but in other courses CHOOSING A TOPIC is something that has boggled many a mind These are my guidelines and enough students told me that the way I detailed essay requirements finally allowed the light bulb moment of understanding the process be lit for them Hopefully you Il find something helpful too

Writing a Successful College Application Essay George Ehrenhaft,2000-08-01 Revised and brought up to date with new essays from over 50 popular colleges this book guides college applicants step by step through the essay writing process The author advises on how to choose a topic make a rough draft then polish and edit the writing into an essay that conveys the student's personality interests and thinking Sample essays with critiques include both winning essays and losers

Becoming a College Writer Adam Karnes, Laura Scott, 2023-08-01 Becoming a College Writer is an encouraging new writing textbook that places the power of activity and discussion based classroom practices into the hands of students Based on real writing instruction from real college faculty this book blends a friendly accessible voice with hands on activities in the form of Annotated example papers Helpful and simple writing exercises Practical guides for essential writing skills The writing process Essay structure Paragraph and sentence structure Solutions to common problems These lessons address the necessary skill sets college writers must wield not as masters but as growing writers in a variety of contexts Built by experienced teaching faculty who work with students at all levels of readiness for college writing this textbook focuses on providing detailed accounts of the most helpful feedback their students have identified from their assignments The result is an extremely useful and balanced approach to helping students reach their maximum potential as a writer all without bogging them down with too much information Each lesson is further illustrated by diagrammed examples of what good writing looks like These examples are formed by showing a typical but problematic example that struggling students might write first followed by step by step instructions to improve that writing in the moment simultaneously teaching the skills needed to do it the improved way in the future Finally a value packed appendix provides exercises in revision and proofreading demystifying these processes that so many students forego in order to turn their hurried assignments in on time Becoming a College Writer gives students a reason to slow down look twice and hone their writing perhaps the most important step of the writing process College Admission Essays For Dummies Jessica Brenner, 2021-10-26 College is

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