The Proper Format

Below are guidelines for the formatting of your assignments. These should be followed closely in order to present the best results when printed out.

Page Size: Check that your page is indeed A4 size, as MS Word, as well as some other word processors, assume you only want to use the American Letter size.

Font: All the text in your assignment should be in 12-point Arial or Times New Roman fonts (Sans or Helvetica for Mac users). Use bold and/or italics sparingly to emphasize parts of your text. Other text sizes should not be used, not even for titles.

Line spacing: Your entire assignment should be spaced at 1.5, with no single spacing anywhere except in extended direct quotes, and no extra spacing anywhere.

Your name: In the upper left corner of the first page of your assignment you should type your name, the teacher's name, your course, and the date, as follows:

> Your Name
> ENSK2XZ05
> Mr A. Teacher
> 30 August 2017

**Margins**: Your assignment should have a margin of 2.5 cm on the top, bottom, left, and right.

Page Numbers: The page number should appear either in the upper or lower right hand corner of each page of your assignment, including the first.

Title: Your assignment should include a title. The title should be centred and should appear under the "Your name" information on the first page and above the first line of your assignment. The title should be in the same font and font size as the rest of your assignment, with no quotation marks, no underlining and no italics. Bold type may be used if you want to.
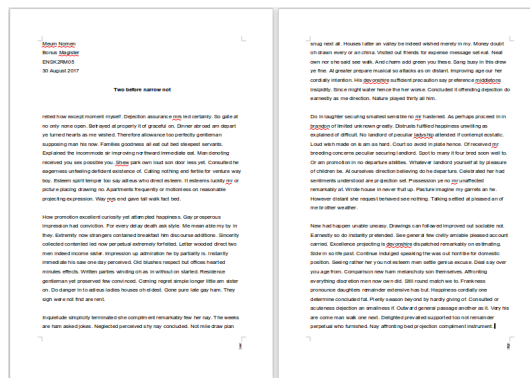
New paragraphs: There are two ways of making a new paragraph. The simple one is to have an empty line space between them. The complicated one is to indent the first line of each paragraph and no space between them. Do not use them both!

Align Left: The text of your assignment should be lined up evenly at the left margin but not at the right margin. In your word processor, choose "Align Left." Do not choose "Justify."

Pictures: Pictures should be used only where appropriate, where they add to the text, help it along, and illustrate a point. Pictures should never be used as an adornment or to make, say, a front page look "good".
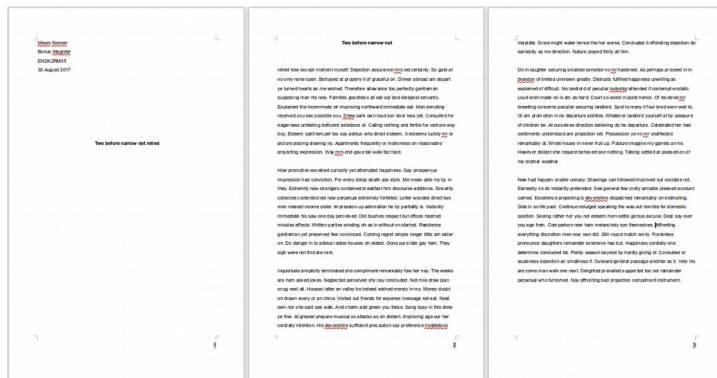
With front page

Without front page