

SPAN 3143 SPANISH COMPOSITION

Guidelines for Essay Writing

Save all your work on a disk and print a hard copy every time you revise a rough draft. Print two copies of the final revision: submit one for credit and keep the second for your files.

All essays submitted for credit in SPAN 3143 must adhere to the following guidelines:

1. **Paper:** Use good **20-pound white 8½-by-11-inch paper** bond; this kind of paper is suitable for use with typewriters, word processors, and most printers linked to a computer.
2. **Fonts:** Use one of the following fonts: **Courier** or **Times New Roman**.
3. **Typesize:** Use only 12 point.
4. **Heading and Title:** Beginning **one inch from the top of the first page and flush with the left margin**, type your name, your instructor's name, the course number, and the date on separate lines, **double-spacing** between the lines. **Double-space again and center the title. Double space also between the lines of the title, and double-space between the title and the first line of the text. Do not** underline your title or put it in quotation marks or type it in all capital letters. **Do not** use a period after your title. Indent the first word of a paragraph one-half inch (or five spaces) from the left margin. **Double space the body of your essay.**
5. **Page Numbers:** Number all pages consecutively throughout the essay in the upper right-hand corner, **one-half inch from the top and flush with the right margin**. Type your last name before the page number, as a precaution in case of misplaced pages. **Do not** use the abbreviation p. before a page number or add a period, a hyphen, or any other mark or symbol. **Position the first line of text one inch from the top of the page.**
6. **Corrections and Insertions:** Proofread and correct your essay carefully before submitting it. If you find a mistake in the final copy and you are using a word processor, recall the file, make the appropriate revisions, and reprint the corrected page or pages. Be sure to save the changed file. **If you must make corrections by hand, write them neatly and legibly in ink directly above the lines involved, using carets (^) to indicate where they go. Do not** use the margins or write a change below the line it affects. If corrections on any page are numerous or substantial, retype the page.
7. **Binding:** Use a **paper clip** or a **staple** to fasten pages. Do not use any other method of binding pages.