

## Formatting Essays and Assignments

Some instructors may provide you with specific directions concerning the format of your papers.

If so, it is important to follow them. Otherwise, ECUAD instructors will expect you to hand in essays that meet the following criteria:

- Use 8½ x 11" (21.5 x 28cm) paper, white or off-white.
- Double space everything, including quotations and Works Cited lists.
- Type or word-process on one side of the paper only and use a black ink cartridge (unless otherwise specified).
- Most instructors prefer that you use a font that is easy to read. These include Times New Roman, Arial, and Courier. The font size should generally be between 12 and 14 points.
- Make sure you leave plenty of room in the margins for comments. The MLA (Modern Language Association) has set the standard margin width at 1" (top, bottom and sides).
- Number your pages! Your instructor will get fairly frustrated if they have to do this for you. Often they may want to write a comment at the end of your paper, such as "The idea you bring up on page 4, concerning audience reception, is linked to what you say about the reading public (halfway down page 6). It would help your reader if you made this connection a bit clearer."

**Make sure you provide a proper title page with your name, your instructor's or seminar leader's name, your student number and the date. This is crucial. Papers do get lost!**

The Faculty of Culture + Community at ECUAD has agreed that all faculty will accept papers written in the Modern Language Association (MLA) style. This is the system that is required in most Humanities disciplines. You may talk to your instructor about using another style, but whether you choose Chicago, APA or MLA, you must stick to one style throughout the paper. Please see the handout on MLA citation for more information. Remember that MLA style has a Works Cited list that acts as a bibliography. You do not need to provide both.

**Footnotes** (in MLA style) are used only when you wish to explain something further or to provide extraneous information.

**Titles** should be interesting, inviting, and they should provide the reader with sense of what the paper is about. If you simply title your paper Assignment # 3, your paper will not stand out from the other 25 papers in the class. Titles serve the purpose of introducing your reader to the topic or content of your essay. Your instructor will really appreciate it if they are thought-provoking. Your paper should include a title page. A sample appears on the next page.

**Staple** your paper in the top left corner. Most instructors prefer that you do not use duo-tangs or plastic folders. It makes it that much more difficult for them to write comments.

If your instructor has told you that they will accept handwritten assignments, you should write very neatly in dark ink on lined paper. You should also leave plenty of space in the margins.

The World Turned Upside Down:  
The Mounted Figures in Goya's Tu Que No Puedes (You Who Cannot)

Jason Shackleton  
[Student's Name]

Instructor: Daniel Choi

AHIS 103: Visual Culture II

March 21st, 2013