North Catholic

English Department

Format and Style Guide for Thesis Papers

1. All papers must be submitted with the following mechanics:
   1. 1" margins
   2. 12 pt. Times New Roman
   3. Black ink
   4. Double spaced
   5. Use the TAB key to indent for a new paragraph
   6. First page of paper will include the following heading on top LEFT:
      1. Your full name
      2. Teacher
      3. Class
      4. Date assignment is due
   7. Centered title with one (1) double space added below the heading
      1. Title should NOT be underlined or "enclosed in quotation marks"
      2. Font size should match the body paragraphs
      3. First letter of title-NOT articles- should be capitalized
      4. Conceptual title gives the reader an idea of what he/she will read in your paper
2. General information
   1. Use the editing procedures for all assignments submitted to teachers. Spellcheck alone is not sufficient enough!
   2. In academic essays, avoid the use of contractions. E.g. use "cannot" instead of "can't"
   3. Print your essay on one (1) side of the paper; staple pages together BEFORE you come to class
   4. Write out numbers below ten (10)
   5. Use an academic third person voice to write about literature; avoid first (1st) person except when you are writing a personal essay when you need to use "I"; avoid second person "you" and stilted third person "one"
   6. Make sure that verb tenses are consistent throughout your essay. Use present tense to write about literature.
      1. Example: In *The Joy Luck Club,* Amy Tan writes about mothers and daughters.
3. English Writing Conventions
   1. Titles of books, plays, and movies should be *italicized*
   2. Title of short stories, poems, and essays are placed in "quotation marks"
   3. Refer to an author by first and last name the first time you refer to him or her (e.g. Robert Frost's poem...")