

North Catholic

English Department

Format and Style Guide for Thesis Papers

1. All papers must be submitted with the following mechanics:
 - a. 1" margins
 - b. 12 pt. Times New Roman
 - c. Black ink
 - d. Double spaced
 - e. Use the TAB key to indent for a new paragraph
 - f. First page of paper will include the following heading on top LEFT:
 - i. Your full name
 - ii. Teacher
 - iii. Class
 - iv. Date assignment is due
 - g. Centered title with one (1) double space added below the heading
 - i. Title should NOT be underlined or "enclosed in quotation marks"
 - ii. Font size should match the body paragraphs
 - iii. First letter of title-NOT articles- should be capitalized
 - iv. Conceptual title gives the reader an idea of what he/she will read in your paper
2. General information
 - a. Use the editing procedures for all assignments submitted to teachers. Spellcheck alone is not sufficient enough!
 - b. In academic essays, avoid the use of contractions. E.g. use "cannot" instead of "can't"

- c. Print your essay on one (1) side of the paper; staple pages together BEFORE you come to class
 - d. Write out numbers below ten (10)
 - e. 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"
 - f. Make sure that verb tenses are consistent throughout your essay. Use present tense to write about literature.
 - i. Example: In *The Joy Luck Club*, Amy Tan writes about mothers and daughters.
3. English Writing Conventions
- a. Titles of books, plays, and movies should be *italicized*
 - b. Title of short stories, poems, and essays are placed in "quotation marks"
 - c. Refer to an author by first and last name the first time you refer to him or her (e.g. Robert Frost's poem...")