

College Essay Template

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Wr 2
Josh Beach
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If I Had A **Title** I Would Place It Here

[2 spaces]

Remember to indent the first line of a paragraph. You can either hit the Tab button or you can push the space bar 5 times. This handout is a general template for how to present your final essay when you turn it in to a college professor. You should have **1-inch margins** for the top, bottom, left side, and right side. You should use a **12 point** font and you should **double space**. You can find spacing options in the “Format” box in Microsoft Word. Hit “Format” and then go to “Paragraph” and you can find options for double spacing. If this was a research essay and I was summarizing a source then I would make sure to cite it properly after the end of the sentence like this (Goodmonson 45). Notice I use the last name of the author and the page number, and that the period goes on the outside of the parenthesis. If I was going to switch sources and paraphrase from a different author then I would need to do a citation for the new source (Fredrick 568). And if I decided to go back to the first source then I would have to cite it again (Goodmonson 45). Every time you paraphrase, summarize, or quote an author you **MUST** make a citation at the end of the sentence. **IF** a whole paragraph is summarizing only **ONE** source then you can just put the one citation at the end of the paragraph.

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Work Cited

[2 spaces]

Beach, Josh. Studies in Poetry: The Visionary. Lanham: University Press of American, Inc., 2004.

Hardy, Melissa. "The Heifer." The Best American Short Stories. Ed. Sue Miller. Boston: Houghton, 2002. 105-56.

Davison, Peter. "Girl, What Is the Matter?" Newsweek. June 12, 2003: 34-38.

Levison, George P. "FBI Shoots Child in Ear." The New York Times. 12, Sept. 1995: A1, A22-23.

Fine, Laurel Q. "The Lost Boys of Summer and Other Stories." Atlantic Monthly (2002). 16 July 2004. 18 July 2004 <<http://www.atlantic.com/story/fine.htm>>.

For your information – do NOT include on your essays – these are **MLA formats**

[#1 is a book with one author]

[#2 is a chapter/article from an edited book]

[#3 is an article from a magazine]

[#4 is an article from a newspaper]

[#5 is an article from an online news source]