Proper paragraph format

This is what proper page and paragraph format looks for written assignments.

↑ top edge of paper; 2-2.5cm margins on all sides

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Composition 3B
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{ heading with name, course, & date (or on a separate title front page)
{ 1-2 cm space between heading and title

{title, centered
   Paper title

→ | ¶ indentation

Following proper paragraph format makes the paper easier for readers to read and for teachers to grade. First, you should have a proper heading, and then some space before the title. The title should be relevant, not too mundane, but not too showy or exaggerated; the title can be put in bold font, or slightly larger font, but not much larger than the paragraph text. Then skip down an extra line and start the paragraph by indenting one tab space. The margins should be 2 – 2.5cm on all four sides of the page, and papers with multiple pages should have page numbers at the bottom. Papers should be double-spaced, or at least at 1.5 line spacing. Type in a normal 12-point size font (or 11-point for large fonts like Arial). Don’t use much boldface, because that is distracting, or makes it harder to read. Don’t overuse italic print or “quotation marks;” don’t use quotation marks, bold, or italics to highlight terms – use quotes for quotations); DON’T CAPITALIZE EVERYTHING, and don’t use fonts that are too big, too small, obnoxious looking, or hard to read, and no font changes within the paper – use one consistent font. Also, put a space after a period before the next sentence, and always put a space before an opening parenthesis in English (like this); only math based or technical notation systems would have no spaces, like $f(x)$ or $\forall(x,y)$. Finally, be sure to check your spelling and punctuation; use the spell checker on your computer. If you do these things, your teacher’s life will be easier.