

Basic Essay Style

Margins

In most cases, you should use the default setting of your word processor for the margins of your essay. The top and bottom default margins on Microsoft Word are 1 inch; the left and right are 1.25 inches.

Font size

Use a simple, 12-point font for your essay. This font, the default setting on my word processor, is 12-point Times New Roman.

Do not use **14-point, 16-point, 20-point, or larger,**

Do not use 10-point, or smaller fonts.

Spacing

Double-space your papers. Although this sheet is a combination of single and double spacing, your essay should be double-spaced-like these lines.

What it should contain

There are three main parts of every essay:

1. Introduction
2. Body
3. Conclusion

The **introduction** tells your reader what your essay is going to be about. It *introduces* the topic.

If you are writing a short (less than 10 pages) argumentative or persuasive essay, your thesis should be in your introduction.

A thesis is the proposition you are trying to prove or the position you are arguing for in your essay.

The **body** of your essay is where you give the examples, descriptions, arguments, etc. that support or illustrate your topic or thesis.

The conclusion is where you tie together your essay for your readers in a compelling and compressed form. Make it good; it's the last thing they read.

Remember:

Proofread, revise, edit!