

Format Requirements for Written Work

File Format	Adobe (.pdf) preferred; MS Office 2007 or earlier (.docx, .doc) accepted.
Font & Page	Black font on white page.
Page Numbers	Centered at the bottom of each page after (but not including) the first, & preceded by the writer's surname (e.g. "MacTivity 7").
Margins	1" top, bottom, right, left (no gutter).
Justification	Left- or full-justification required.
Spacing	Double-space; do not skip lines between paragraphs; single-space & indent by 1" quotations of three lines or longer.
Tab	¼" or ½" tab at beginning of each new paragraph.
Title Page	None—place centered title in tasteful borders at top of paper's first page, supplemented by standard header information.
Style	MLA style is <i>required</i> . <i>Non-MLA papers will be marked down!</i>
Errors	All careless errors <i>must</i> be eliminated before submission.
Hard-copy	E-submission preferred; send work to assignments@rtelkin.com .