

Mechanics: Formatting & Submitting a Humanities Essay

Essay Format

- **Paper.** Use standard-sized paper (8 ½” x 11”).
- **Margins.** 1” on all four sides of the paper.
- **Page Numbers.** In the top right corner, number the pages as follows: “Last Name, p3”. Do *not* number the first page.
- **Font.** Use Times New Roman 12pt.
- **Double-space** everything except longer, indented quotations (see Quotations).
- **Title.** Do *not* include a separate title page. Put the title and your name at the top of the first page. No other information (PID, section, etc.) is necessary. Then skip four lines (two double-spaced lines) and start your essay.
- **No Secondary Sources.** Do *not* include a Works Cited page. In Humanities, only use the assigned materials.
- **Referring to Works.** *Italicize* the titles of long works (including novels, plays, books of history or philosophy, and long poems) and put *quotation marks* around the titles of short works (essays, short stories, articles, and short poems).
- **Indent Paragraphs.** Indent all paragraphs five spaces (1 standard tab). Do not add space between paragraphs.
- Humanities reserves the right to refuse to accept or to penalize improperly formatted papers.

Essay Submission

- **Humanities Portfolio.** Maintain a portfolio that contains all of your Humanities essays. Keep the portfolio in a *plain manila folder* with your name on the tab. Submit your entire portfolio with each new essay.
- **Turnitin.com.** All Humanities essays must be submitted to www.turnitin.com for text-similarity review. An essay is *not* considered submitted until the TA has a paper copy *and* it is uploaded it to turnitin.com. Your TA will give out your section’s specific Class ID and Enrollment Password before the first essay is due.