

**PUBLIC EDUCATION AND CITIZENSHIP
STATEWIDE ESSAY PROGRAM
FORMAT GUIDE**

1. The essay should be typed using Times New Roman type case.
2. Type size should be 12 pt.
3. The essay, including the cover page, should be double spaced with no additional spaces between paragraphs.
4. The essay should be typed using standard indentation at the beginning of each paragraph.
5. The standard margin should be one inch (1 in.) top, bottom, left, and right.
6. The essay should have a cover page. Centered on the cover page, top to bottom and between the margins should be the following: title of essay, author's full name, name of school at which currently enrolled.
7. Pages should be numbered beginning with the title page as page 1. Page numbers should be in the upper right corner of each page.
8. Each page should contain a header, also in the upper right, which contains the author's last name. Should the title page be separated from the essay, this will provide for immediate identification. If MS Word is used to prepare the essay, the inclusion of a header and page number may be preset. Refer to MS Word Help for instructions on the use of headers.
9. **The exact word count should be included at the end of the essay. The essay should be no less than 1,000 words nor more than 1,250 words in length.** If the author utilizes MS Word, the word count may be printed automatically. Refer to MS Word Help for directions.
10. The essay will be judged based on content, grammar, spelling, syntax, punctuation, and other such aspects of proper language usage and essay construction as well as adherence to format.
11. It is strongly recommended that the author ask a member of the school's English faculty to review the essay for format, style, content, and construction prior to submission.