

WRITING GUIDE

- Avoid use of first and second person in formal, academic writing.
- Use present tense when writing about literature.
- Use past tense when writing about history.
- When writing about a single literary work, or using a single source, place the citation at the bottom of the last page of your essay.
- When utilizing multiple sources, include a works-cited page.
- Use in-text citations.
 - Students who get eight or more hours of sleep perform ten points better on standardized tests in school (Smith 46).
 - Smith states that students who get eight or more hours of sleep perform ten points better on standardized tests in school (46).
- Spell out numbers that can be expressed in one or two words; use figures for numbers for other numbers.
 - All six students arrived safely.
 - We ordered thirty-two pizzas for the party.
 - He won forty million dollars in the lottery.
 - Your bill is \$622.31.
 - The school year is 180 days long.

PRESENTATION GUIDE

- Font: Times New Roman 12-pt
- Margins: 1”
- Spacing: Double space
- Heading:

Subject Task	Name Date
-----------------	--------------

ELA8 Compare-Contrast Essay	George Washington July 5, 1776
--------------------------------	-----------------------------------

- Titles are rarely required. If you elect to include a title...
 - Use Times New Roman Font 16-pt
 - Center the title
 - Capitalize important words
 - Do not use titles like “Persuasive Essay” or “My Character Essay”