Mr. Otterson’s Essay Formatting Tips:

For me to accept your papers and receive a grade you **must** do the following:

**Font**

* Use either **Calibri** or **Times New Roman** as your font choice.
* 10-12pt font size

**Margins and Spacing**

* 1” Margins
* Text must be double-spaced
* Only hit “enter” once when creating a new paragraph.

**Bibliography**

* We will use Chicago Style citations (with footnotes). I will let you know when this is required of you.

**TIPS**

* Always, always, always spell check your paper!
* Always, always, always proofread your paper before turning in.
  + (Read your paper out loud or to someone else. If something sounds weird, go back and fix it!)