

**BERKELEY HIGH SCHOOL**  
**ENGLISH DEPARTMENT**  
**MANUSCRIPT RULES**

For all major written assignments, and any others the teacher may indicate, use a computer to prepare your final drafts. The teacher reserves the right to refuse essays that do not conform to these guidelines.

**FORMAT: Set the word processor as follows (menu paths are for Microsoft Word; other programs may vary):**

1. Font: Regular (no bold or italic), Times or Times New Roman, 12-point (Format → Font)
2. Margins: 1" on all four sides (Mac: Format → Document → Margins; PC: File → Page Setup → Margins)
3. Spacing: double-space (Mac: ⌘ + 2; PC: Control + 2; or both: Format → Paragraph → Spacing)
4. Page numbers: bottom of page; right alignment; no number on first page (Insert → Page Numbers)

**TYPING**

1. Heading: align on left margin, giving your name, the class and period, the teacher's name, and the date on four separate lines.
2. Skip two spaces (hit enter or return key twice), type your own original title, centered; do not change font or size
3. Skip two spaces and begin your essay (use tab key to indent or set formatting to auto-indent).
4. Do not add extra spacing between paragraphs.
5. Titles
  - a. Italicize titles of novels, full-length plays, movies, operas, magazines, books, etc.
  - b. Put in quotation marks titles of poems, short stories, one-act plays, articles, etc.
6. Quotations
  - a. Include quotations of three or fewer lines in the body of your essay (i.e., do not set off). Provide the page (or act, scene, and line[s]) reference in parentheses within the end punctuation of your sentence. [Ex.: "It was the poetry of the new religion, something felt in the marrow" (p. 147).]
  - b. Present quotations of four or more lines as follows:
    - Do not leave extra spaces before or after the quotation.
    - Set off the quotation ten spaces from the left margin.
    - Do not put quotation marks around the quotation..
    - Provide the page reference in parentheses immediately following the end punctuation of the quotation.

**FINAL COPY**

1. When finished typing, print your essay on letter-size (8 1/2 X 11) white paper on one side only (do not submit a disk in lieu of a hard copy).
2. Staple multiple pages once in the upper left-hand corner.
3. Do not use a cover sheet or folder.

See the sample essays on the following pages for examples of proper layout.