

The elements below are to be represented in all formal writing submitted by SJV middle school students. These elements identify the standards to be met when submitting formal writing in any class.

Formatting Elements

- Times New Roman 12
- Double-spaced
- 1-inch margins
- Sources cited in MLA
- Works Cited page must be included (URL is an accurate resource to verify MLA format)
<https://owl.english.purdue.edu/owl/resource/747/01/>
- Header (same size and font as essay)
 - Left justified
 - Name
 - Class
 - Date
- Title (Centered; Same size and font as essay)

Single Paragraph Elements

- Topic sentence to begin paragraph
- 3+ details to support the topic
- If using outside sources, must cite in MLA (see above for resources)
- Concluding sentence

Formal Multiple Paragraph Essay Elements

- Introduction paragraph – approximately 3-5 sentences with last sentence serving as thesis statement
- Body Paragraphs
 - Topic sentence to begin paragraph
 - 3+ details to support the topic
 - If using outside sources, must cite in MLA (see above for resources)
 - Concluding or transition sentence
- Conclusion – approximately 3-5 sentences with first sentence using different words to restate the thesis statement

Basic Dos and Do Nots

- Long works are italicized
- Short works are written in quotes
- No contractions
- No first or second person pronouns (I, me, we, us, our, you)

If you do not know, DO ask a teacher. We are here to help you!