**Format**

* Double Spaced. Each line is double spaced, including the heading.
* 1-inch margins
* 12-point Times New Roman or other plain font

**Heading: Upper Left or Right Corner**

* Name
* Mythology, Period \_\_
* Title/Subtopic (example: Chinese Creation Myths)
* March 28th, 2014,
* Double spaced

**Name-Pagination**

* Last name and page number in the upper right margin.(go to “insert” menu, go to “Header”)

**Paragraph Content-Intro**

* At least six sentences
* Contains at least two transitions
* **Ends with a thesis statement that summarizes the complete content of the essay.**

**Paragraph Content-Each Body Paragraph**

* At least six sentences
* Begins with a topic sentences
* **Contains at least two quotes and parenthetical citations.**
* Contains at least two transitions.\

**Paragraph Content-Summary Paragragh**

* Begins with a reworded/paraphrased thesis statement.
* Contains at least one to two sentences summarizing EACH body paragraph’s main point(s).
* Ends with a concluding sentence

**Mechanics**

* Does NOT contain “You”
* Does NOT contain “I”, “I think”, “In my opinion”, “I will explain…..”, ect.
* Does NOT contain “There is”, “There are”
* Does contain correct spelling, grammar, punctuation. Pay attention to any word or phrase that the program changes colors or indicates a mistake.
* Does use **appropriate** vocabulary.

**Works Cited Page**

* Contains at least three sources **cited in your essay.**