

## Standard Formatting In the ELP

For written work in English Language Practicum courses 1 through 6, please apply these formatting guidelines.

### **Hand-written and computer-printouts:**

- Put the assignment's name and submission date in the upper left corner of the first page.
- If you have more than one page, staple the pages. (If you just fold them or use a paper clip, they may get separated.)
- Margins: 4 centimeters top, bottom, left, right (to allow space for hand-written comments).
- Present a paper that has professional appearance. No caveman productions.
- Your name: write it *legibly* on the back of the last page, in the lower right corner.

### **If you hand-write your work (i.e., you don't do it on the computer):**

- Use standard-size loose-leaf notebook paper, with widely-spaced lines. No cute designs or illustrations.
- Don't skip lines.
- Write on **both** sides of the paper.

### **Computer printouts:**

- Use MS Word.
- Use A4 paper.
- Font: Times New Roman, point size 11.
- Line spacing: On your printout, the bottom of each line should be 1.0 cm from the bottom of the next line.
- Distinguish between hyphens and dashes. (A dash is two hyphens.)

## Submitting your composition

These instructions are only for writing component compositions (paragraphs and essays) in English 1 through English 4, in the day classes. These instructions do not apply to ordinary assignments.

### **A hard copy (classroom)**

On the date that the composition is due, before the beginning of class, submit a **computer printout** of your composition. **Staple** your working papers in the order of first-done on top to last-done on the bottom. This means that your outline will be on the top and your final draft will be on the bottom.

### **A file copy (e-mail)**

- Also e-mail your composition file. Use this format to name the BOTH the file and the subject heading (제목) of your e-mail message:

e1\_0901\_KimNamGyun

Note:

- "e1-0901" means English 1, 2009, Unit 1 composition. Of course, you will have to change the details according to the situation. If, for example, you're in English 4, and you're submitting a composition that was assigned in Unit 7, you would change "e1" to "e4," and "01" to "07."
- Use underline (not hyphen) to separate the class and comp designator and your name.
- The first letter of each character of your name is in uppercase.
- There are no spaces between any characters in your name.