

****Essay Formatting Guidelines for Oxford University****

1. **Font and Size:**

- Use a readable font, such as Times New Roman or Arial.
- Font size should be 12 pt.

2. **Line Spacing:**

- Use 1.5 or double line spacing throughout the essay.

3. **Margins:**

- Set margins to 1 inch (2.54 cm) on all sides.

4. **Page Numbers:**

- Page numbers should be placed in the top right corner of each page.

5. **Title Page:**

- Center the title of the essay at the top of the first page.
- Include your name, course name, and date below the title.

6. **Headings:**

- Use bold for main headings and italics for subheadings.
- Ensure consistency in heading styles throughout the essay.

7. **Quotations:**

- Short quotations should be incorporated into the text with quotation marks.

- Long quotations (over 40 words) should be formatted as a block quote without quotation marks.

8. **Footnotes/Endnotes:**

- Use a consistent citation style (e.g. OSCOLA, MLA, Chicago).
- Place footnotes at the bottom of each page.

9. **References/Bibliography:**

- Include a bibliography at the end of the essay.
- Use a consistent citation format for all sources.

10. **Submission:**

- Submit essays as a PDF or Word document, depending on course requirements.

****Example Structure:****

- ****Title Page****

- Title of Essay
- Your Name
- Course Name
- Date

- ****Main Body****

- Introduction
- Main Argument / Discussion
- Conclusion

- ****Bibliography****

****Note:**** Be sure to check with your specific department for any additional requirements.