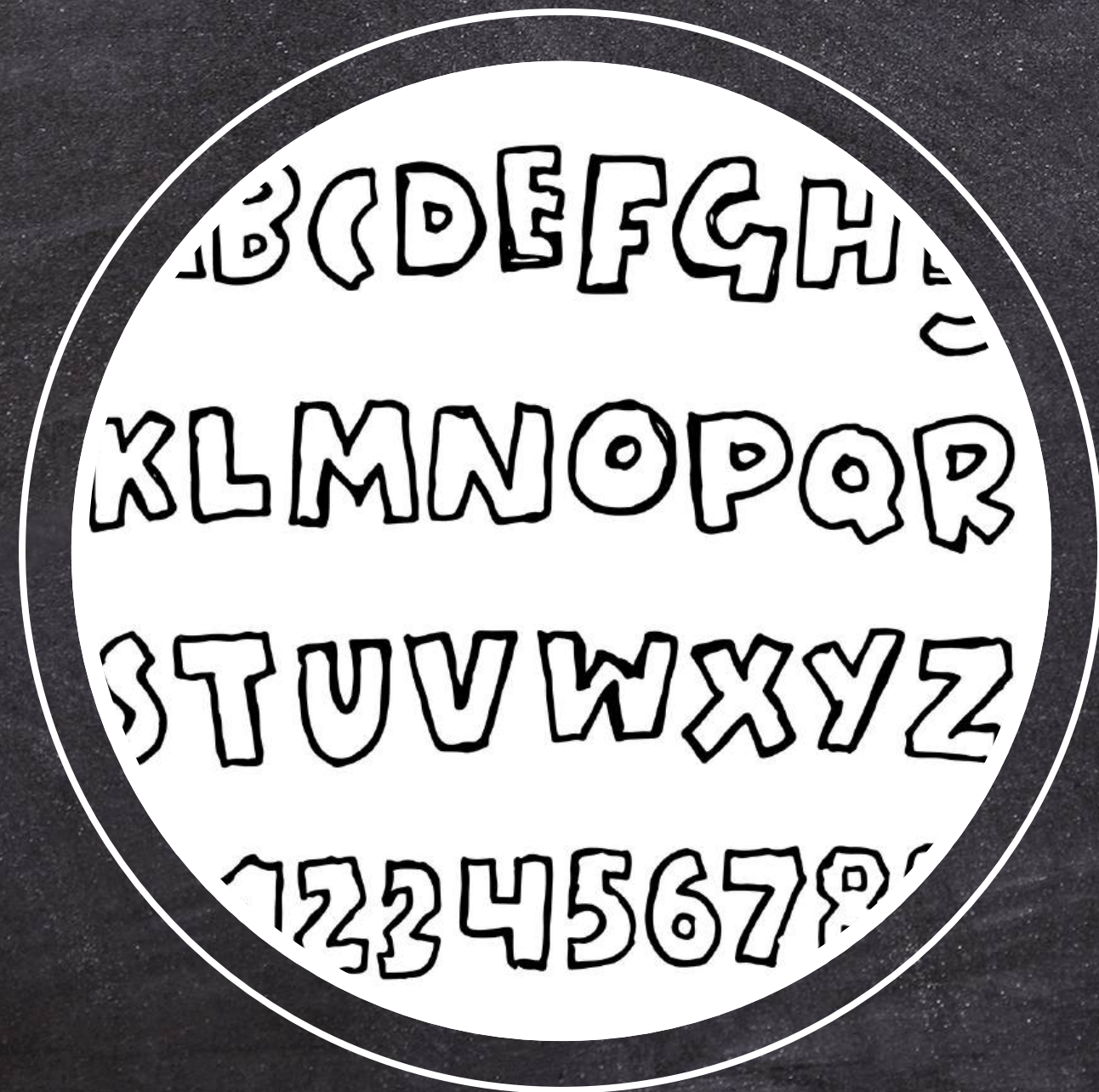# FORMATTING

MS. AMINATH MALDHA

GENERAL FORMATTING

- Use standard page size (A4 by default).
- Set margins to 1 inch (2.54 cm) on all sides unless instructed otherwise.
- Align text to the left (not justified unless required).
- Maintain consistent spacing throughout.

FONT & TEXT

- Font style: Times New Roman, Arial, or Calibri (keep it formal).
- Font size: 12 pt for body text.
- Headings: Larger (14–16 pt) and bold.
- Avoid mixing too many fonts—stick to one or two maximum.

Line Spacing & Paragraphs

- Use 1.5 or double line spacing for readability (as required).

- Leave a blank line between paragraphs if single spacing is used.

- Keep paragraphs neat and not overly long.

homes of doors, roof beams and slates, and anything else that might be useful in their new lives.

At the top of the village, way above, was the two-storey house where Peig Sayers had lived. It had been modern and strong in 1910, but the winds had punctured the slate roof and blown out the windows. In the seventies it was bought by a rich and eccentric pilot from Alabama called Taylor Collings, who visited the Great Blasket on holiday and fell in love with it. Seized with an ambition to rebuild the village as a holiday ranch, he called on exiled islanders and bought their plots, very cheaply. After all, who could expect big money for a derelict house on an inaccessible island? One man sold for a bottle of brandy, or so the rumour went. Collings was larger than life and the people west of Dingle loved a character, so some were sorry when his plans came to nothing.

The next time anyone thought about who owned the Great Blasket was in the mid-eighties, when an advertisement in the *Wall Street Journal* offered the island for sale for a million dollars. That was the start of a long and complicated legal battle between a company based in Dingle, which had acquired Taylor Collings's share of the land, and the Irish government – led at that time by Charles Haughey, the owner of Inis Icíleáin – which wanted to establish a national park. The issue was still before the Supreme Court as I crossed on that first boat of the season, and the future was unclear. There were
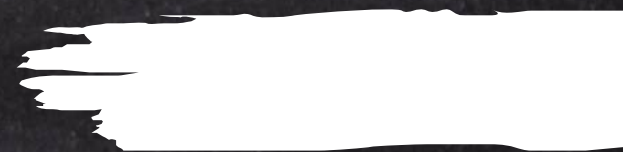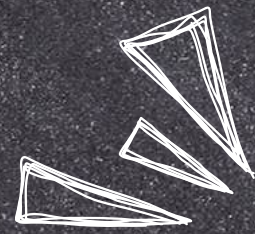
Assignment

90%

HEADINGS & SUBHEADINGS

- Follow a clear hierarchy (Heading 1 → Heading 2 → Heading 3).
- Use bold for headings instead of underlining.
- Ensure headings are consistent in style throughout.

PAGE NUMBERING

- Insert page numbers in the footer or header.
- Start numbering from the main content, not from the title page (if required).
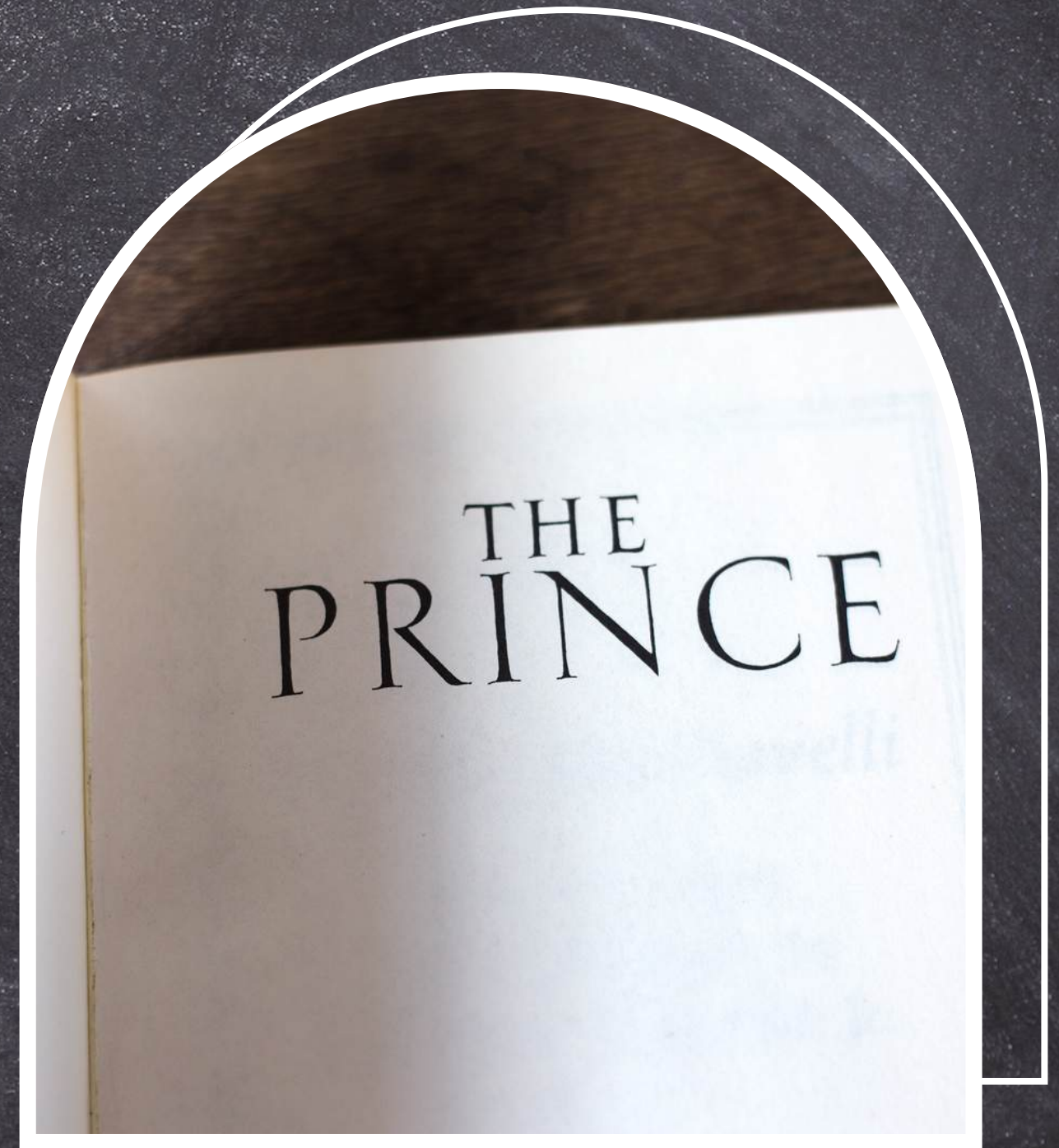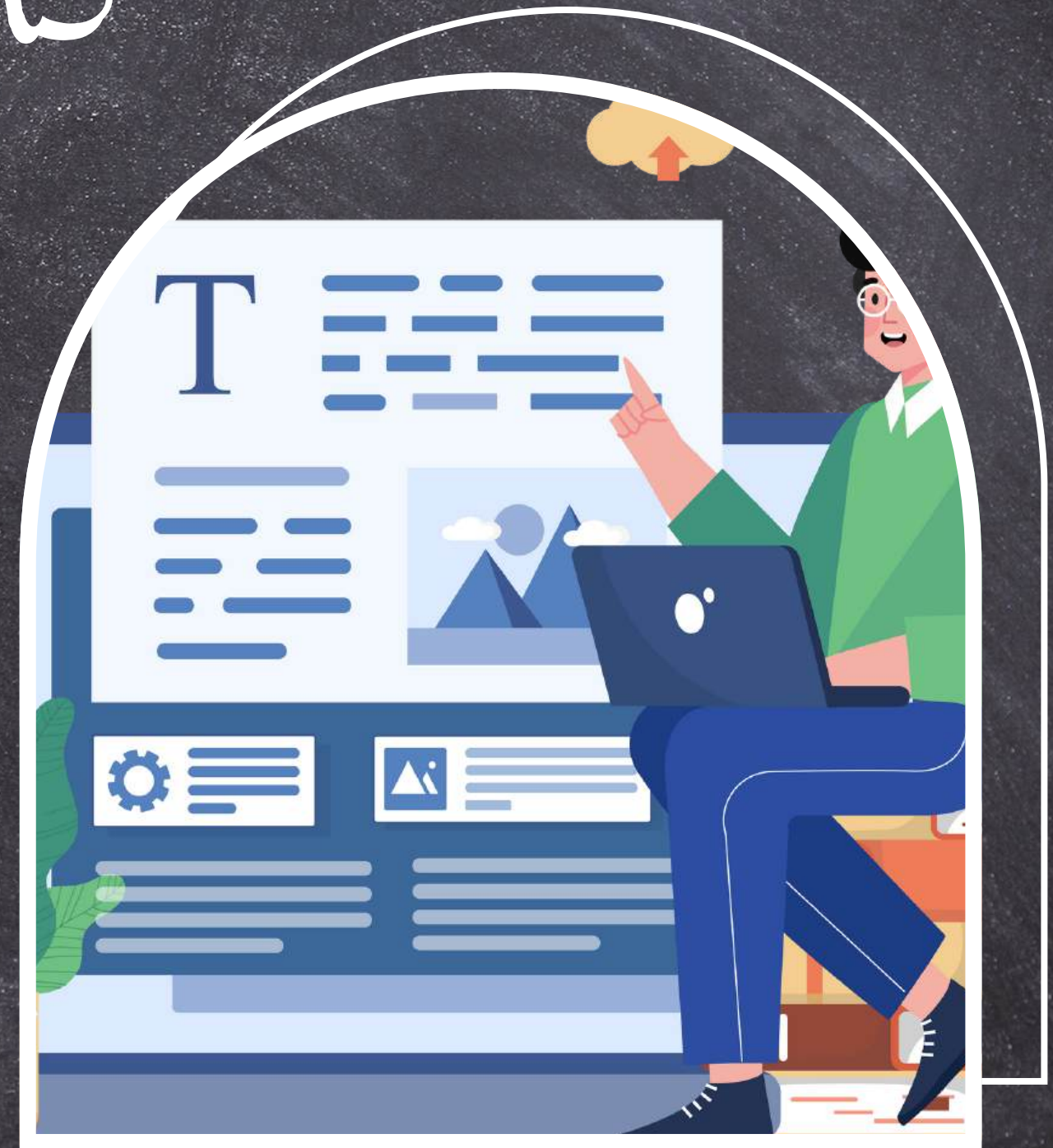
TITLE PAGE

- Include: Assignment title, your name, course, teacher's name, date.
- Center-align the text neatly.
- Do not overcrowd—keep it simple and formal.

TABLES, FIGURES & IMAGES

- Number and label all tables/figures (e.g., "Table 1: ..." or "Figure 2: ...").
- Provide captions below images and tables.
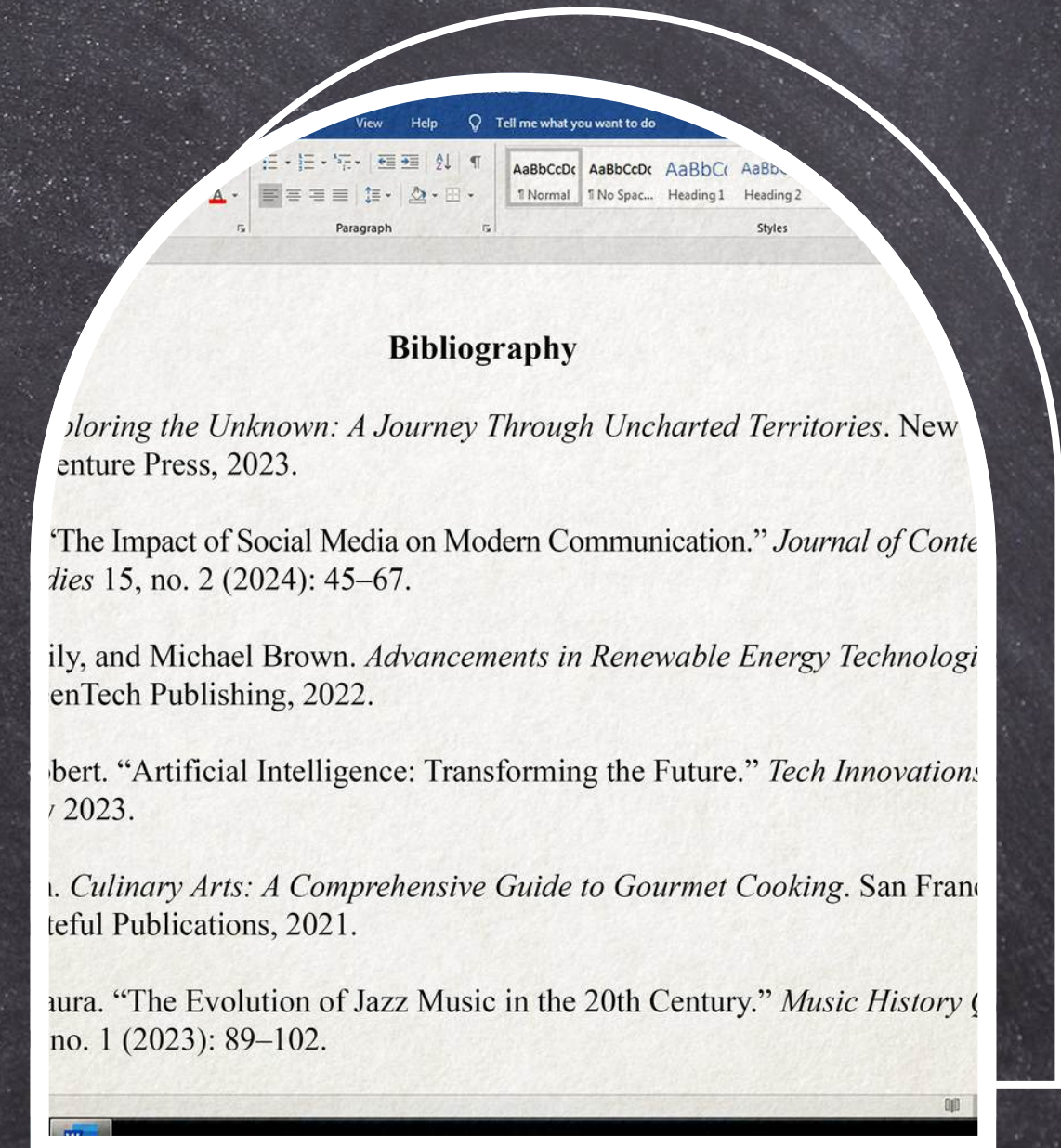- Keep images clear, relevant, and properly aligned.

REFERENCES & CITATIONS

- Use a consistent referencing style (APA or Harvard as required).
- Create a References/Bibliography section at the end.
- Check formatting of in-text citations.

Bibliography

...ploring the Unknown: A Journey Through Uncharted Territories. New ...enture Press, 2023.

...'The Impact of Social Media on Modern Communication." Journal of Conte... ...dies 15, no. 2 (2024): 45–67.

...ily, and Michael Brown. Advancements in Renewable Energy Technologi... ...enTech Publishing, 2022.

...bert. "Artificial Intelligence: Transforming the Future." Tech Innovations ...r 2023.

... Culinary Arts: A Comprehensive Guide to Gourmet Cooking. San Fran... ...teful Publications, 2021.

...ura. "The Evolution of Jazz Music in the 20th Century." Music History ... ...no. 1 (2023): 89–102.
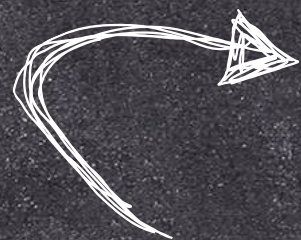
LISTS & BULLETS

- Use bullets for unordered lists and numbers for ordered lists.
- Keep list formatting consistent.
- Avoid overusing lists—balance with paragraphs.

FINAL CHECK

- Proofread for spelling, grammar, and formatting consistency.
- Ensure there are no random font changes or uneven spacing.
- Save the document in the required format (.docx or .pdf).
- Use clear file naming (e.g., YourName_Assignment1.docx).

THANK YOU