

# E10 - Journal Formatting

Your last name and page number in the upper right hand corner of every page ➡

Utah 1

Johnny Utah ← Notice the heading: name, class, period, and date in MLA

English 10

Period 1

12 February 2006

- **The heading should only be on the first page of the journals, not on every page.**  
*The heading is double spaced, NOT quadruple spaced.*

**Journals 1 – 15** ← (This is the title and should only be on the first pg.)

Journal # 1 – 1/2/09 - “Human beings, who are almost unique in having the ability to learn from the experience of others, are also remarkable for their apparent disinclination to do so.” Explain what the quote means. Use specific examples to support your point.

The quote is saying that people are able to learn from what other people do, but that they don't always do it. For example, my grandma Sandra lived in Chicago all of her life and died from smoking when she was only 53 years old. Even though my dad watched my grandma die a painful death due to the hazards of smoking he continues to smoke to this day. My dad has learned through watching my grandma that smoking for a long part of your life can be very harmful and lead to a painful death. However, my dad has an apparent disinclination to stop smoking. He chooses to smoke even though he knows the consequences to a life time of smoking.

*The entire topic is written out. This journal response has a minimum of 5 complete sentences. The response addresses the quote and the entire topic. The first sentence (topic sentence) explains the quote clearly and simply. The example is specific and directly supports the writer's point. The last few sentences (the explanation) explain the example and tie back to the quote.*

Journal #2 – 1/3/09 - “A good example is the best sermon.” Explain what the quote means. Use specific examples to support your point of view.

The quote means that the best way to teach someone a lesson is to show them through your own actions. For example, if you want to teach your friend that they don't have to party in order to have a good time then you need to show them activities that are fun that don't involve partying. If you want to teach someone about responsibility you need to act responsibly yourself, not just talk about being responsible. Demonstrating your lesson will allow people to understand the point of your lesson and will do more than if you just talk about it.

### **YOU WILL LOSE 5 POINTS FOR EVERY FORMATTING MISTAKE!**

#### **Journal Formatting Rules:**

- Heading- upper left hand corner of the first page **ONLY!** The heading should have your Name, Class, Period, and Date (in MLA format). Heading should be double-spaced, **NOT** quadruple spaced!! You do **NOT** need a cover page. There is an example on the front of this handout.
- The topic and the responses should be double spaced. Separate topics from responses by indenting your responses (push the Tab button once). You need the Date and the Journal # for every journal!
- Put your last name and the page # in the upper right hand corner of every page of your Journals. Example: Smith 2 (this **MUST** be typed)
- Use the notes on the back of the topics page to proof read your written responses before you type.
- Use black or blue ink when printing out your journals.
- Everything should be double spaced (do not put 2 spaces in between words, only the lines are double spaced). Do quadruple space the heading or put large spaces in between each of the journals.
- Use 12 point, Times New Roman font, **NOT** bold or italicized - PLAIN font.
- One inch (1”) margins from the left hand side of the page. Indent responses.
- **NO SPILL OVER!!!** You should have no more than 2 journals on a page. If the journal topic and response of the 2<sup>nd</sup> journal does not fit on the page, then start it on the new page.