

Your name

Your teacher's name

Subject

day month year (no commas)

### Your Title Should Be Centered and Capitalized

This document is a model for word processed work in class. This document is formatted correctly. Begin your paragraph one double spaced line below the title. Never double double space and certainly never triple double space. Set your document to double spacing before you begin and all should be good. The latest version of Microsoft Word requires you to adjust the style to "No Spacing," an adjustment which can be made in the upper right corner. Please notice there is no extra spacing between my paragraphs.

Indent paragraphs. In a five paragraph essay, I should see five indentations. Once again, there is no additional space between my paragraphs. Use 1" margins. Do not justify your margins. Notice how the lines on the right do not end in the same place; these margins are not justified, just the way they should be. You should use Times New Roman, 12 point font. If your work exceeds a page, please staple your work **at home**.

Again, this document both gives you the needed formatting information and shows you what a properly formatted paper should look like. If your printed work does not look like this page, then you need to adjust it. If ever you discover a formatting issue you cannot solve, bring it to my attention *before* the due date. The best resolution is to save your work in a flash drive and bring it to school so that we can review it together.

Once more, proper formatting is a **requirement**.