Your Name

Teacher’s Name

Class

Date

Title

You should always double space your paper (you will find this under the “paragraph” section in the toolbar). You should use 12 pt. Times New Roman as your font type and size. DO NOT SKIP LINES BETWEEN THE DATE AND YOUR TITLE OR THE TITLE AND THE BEGINNING OF YOUR ESSAY. **BE SURE TO CENTER YOUR TITLE BUT NOT THE REST OF YOUR PAPER!** The only information in your header should be your last name and the page number (do not type the number one; use “insert” page number).

Indent each paragraph. When using a quotation, “use quotation marks and be sure to copy the sentence exactly, citing it with the author’s name and the page number at the end like this” (Smith 74).