

PROPER PAPER FORMAT

Anderson 1

Alex Anderson Your first and last name

Ms. Salona Teacher's name

English 9-1 Name of class

28 September 2010 Date: write it this way

In your HEADER, you need to "Insert Page #" so that the correct page number appears on each page. You also need to type your last name with a space after it before the page number. This is the only thing that goes in the header. Your heading—to the left—only appears on the first page.

Title Goes Here

I hit the tab key to indent my first paragraph. The tab key should indent your paragraph a half an inch. Notice how this entire paper, from heading to paragraph, is double-spaced.

Every time I begin a new paragraph I need to hit tab. Also notice that there are no big spaces between paragraphs. These are easy things to do, and you will lose points if you do not format your paper correctly.

Please make sure your margins are set to 1 inch. If your essay is more than double-spaced between paragraphs, you can fix the problem: Go to "Paragraph", then in the "Spacing" section, put a check mark next to "Don't add space between paragraphs of the same style."

MLA Formatting Guidelines

You will lose points if you do not follow these guidelines:

- 12 point font
- Times New Roman font
- Double-spaced throughout
- 1 inch margins
- ½ inch indents
- No big spaces between paragraphs (see above for how paragraphs should look)
- Last name & page number in HEADER
- Correct information in HEADING
- Title (not bolded, underlined, or in quotations, etc)

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