Your Namehere

Mrs. Speck

Intro to Lit, 1st hour

August 22, 2012

Your Title Goes Here

Begin typing your paper here in Times New Roman size 12 font. Remember to double space. Do not capitalize or bold your title. Your paper should also have 1-inch margins (go Toolbox-> Document Margins-> Margins left and right at 1”). The header should be ½ inch from the top. Put the header in by going to View-> Header and Footer, typing in your LAST name, and then click the # sign in the Header/Footer toolbar (in toolbox) to automatically number your pages. Make sure you also right-align the header.

Then, when you begin a new paragraph, you should not have any extra spaces. The paper is double spaced throughout the entirety of the paper.

In conclusion, you should follow these formatting rules or face some points being lost. Good luck!