

Your name here (Sam Student)

Teacher's last name here (Campbell)

Class and period # here (English 1)

Date here 15 August 2014)

Center the Title Here

To write a formal paper, one must adhere to many rules; spacing is paramount. Indent five spaces and begin the paper. Remember the entire paper must be doubled-spaced; this includes the space between the heading and the title. Also include an appropriate margin on both sides of the paper and at the bottom of the page.

Neatness counts; therefore, write or type using black or dark blue ink. A limited amount of whiteout is acceptable, and it should blend with, not blob onto, the paper. If handwriting the paper, the teacher may have a preference for cursive or print; however, one must not use a mixture of the two. Font size should be 12-point for the paper with a one-inch margin. The title should not be larger than the paragraph text and do not bold the title. Most importantly, always write on one side of the paper unless instructed otherwise by the teacher.

The second page, if you have one, requires no heading; however, it does require a header, your last name and the page number (Smith 2) in the top right corner. Do not separate the page number and name with a comma. If handwriting the paper, it is acceptable to use the top right margin area. Text begins on the first complete line indenting only if a new paragraph is needed.

Before turning in the paper, proofread it. In a formal paper, no contractions or slang wording is acceptable. Words that are divided incorrectly at the end of the line are counted as spelling errors. Also, no words should be written in all capital letters; this error frequently occurs in the title. Do not underline or enclose the title in quotation marks. Remember to strike any of the