

Student Name

Instructor Name

English XXX.603

1 Dec. 2020

12 Point Times Title with No Bold, Underline, or Quotation Marks

Begin your paper here, one blank line below your title. Use a half-inch indent for the beginning of each paragraph and be sure all paragraphs are double-spaced with no extra blank lines between paragraphs. Use 12-point Times New Roman in the body of the paper and in the title and headers.

All margins should be one inch (see page 403 in the *Everyday Writer* for an example of a complete paper in MLA manuscript form). The page number, shown at the top right of this page, should be 1/2 inch from the top. To create this heading, double click at the top of the page until you see the “header area” show up. Next, click “Page Number” from the top menu and then select the page number format with the 1 character all the way to the right. The 1 will appear on your page. Type your last name and press the spacebar once. To get out of the header area, double click on the area below the header. This feature automatically numbers all of your pages.

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