

Your Name

Teacher's Name

Class

1 October 2019

Assignment Name or Title

Indent to begin a paragraph. Double space. Use Times New Roman font. Have 1" margins all around. Begin your document with a left-aligned "Heading" which contains four lines of info as above. Center-align your title under the last line of your heading, with no additional space between. For documents of more than one page, use your word processing program's header feature to include your last name and page number in the upper right. This is the only part of your paper for which the 1" margin rule does not apply.