

**Single spaced heading:**

Your Name  
Class: Period  
Assignment  
Date

Turn A. Phrase  
English II: 5  
Format Essay  
1/23/08

**Original Title**

Notice how there is only one space between the title and the text of your paper. Also, the title is in a 12pt. font, but is bolded to make it stand out. The text of your paper should be in 12pt Times New Roman font. This provides a professional look that is easy to read. Your lines should be spaced a 1.5; this saves more paper than double spacing, but still provides me with enough space to make those valuable comments that you are all so anxious to read when you get your graded papers back. Your margins should be no bigger than the default settings of word (1.25" top and bottom, 1" left and right), but you may make your margins smaller to provide an even more effective use of paper (it can be your way of "going green"). I like all four margins at 0.7 inches.

When making a new paragraph, be sure NOT to skip a space. Indenting will let your readers know that a new paragraph has begun. Notice also that the heading is at the top of the page, and there is only one space between the heading and the title.

The format of this page is the format that you will be expected to use for all your written assignments unless an assignment specifically requires something different. If you follow these guidelines, your work will look professional, and your teacher will be happier when he begins grading your essay. (That's a good thing for everybody). Thanks in advance for using proper format and may your words be awe inspiring!