

Student Name
Month Day, Year
Block
Subject

Title of Assignment

When formatting your document, it is imperative you follow the correct rules. To begin with, you need to make sure you use the correct heading. Please make sure that you align the heading on the right hand side of the paper, **do not use tab**. You should only use the tab button to indent the start of a new paragraph. Your heading should be singled spaced. This includes where your title goes.

Formatting your paper is the next step. There are a few items you will need to make sure you complete. The first thing is to double-space your document. On the menu bar you should select **Format**. Once you pull down that menu, please select **Paragraph** and select double space under the line spacing option.

After you double-space your document, you need to adjust the margins. In order to do this you will need to go to **Format** again. This time you will select **Document**. The margins for right, left, top and bottom all need to be set at one-inch. You can press the down arrow three times to accomplish that part of the formatting. Do not adjust the gutter or the header and footer.

Finally, you should make sure you use the proper font size and type. Font should either be Times New Roman or Cambria. The font size should remain 12 throughout the entire document, including the title of the assignment. You do not need to change the assignment title to bold, underlined, or italics. The only piece of information that should change font in your assignments is a book title, if it is being referenced. You should put all book titles *in italics*. If you follow these rules, your documents will be formatted properly.