

TITLE PAGE TYPED
OR COMPUTER
GENERATED

1 Set for Double Space
2 Center Align

Double Space the Title Page

3 YOUR ORIGINAL TITLE IN CAPS (4 Returns)

4 Your Name (8 Returns)

5 January 1, 200?
English, #
Teacher's Name (8 Returns)

FIRST PAGE TYPED
OR COMPUTER
GENERATED

Times
or Helvetica
Size 12

6 Single Space

7 Your Name, # (3 Returns)

8 YOUR ORIGINAL TITLE IN CAPS (4 Returns)

10 Type your name and the title of the paper in single space with the appropriate returns and alignments. Then change to double space, left align, and begin writing your paper.

9 Double Space Your Typed Paper

Begin writing your paper with indented paragraphs. Use complete sentences. Use only present tense active verbs. Double check spelling to ensure that all of your words are spelled correctly. Check for end marks and other punctuation marks to ensure that they are also correct. Spellchecker does not catch everything; therefore, you must re-read your essay carefully while looking for proper English words and sentence structure. You never know what you will find.