

Word Processing Format Guidelines

Marsing Middle School

You need to use these guidelines to format all word processed work at MMS unless the teacher gives you specific formatting guidelines that are different.

Font of all Body Text: Times New Roman; Size 12; Font Style = Plain

Paper: 8 ½" x 11" White printer paper

Margins: 1" on all sides

Paragraphs:

- Indent the first word of a paragraph ½"
- Double-spaced throughout, including quotations, notes, and the list of works cited.

Heading:

- Place this in the "header" of your document with single spaces in between lines
- The left margin of your header should be moved to 4.5" from the left edge of the paper.
- Your Heading should include:
 - Your First and Last name
 - Your teacher's name
 - Course
 - Period
 - Date

Title:

- No separate title page.
- Center the title.
- Font of Title: Times New Roman; Size 18; Font Style = Bold (Do not underline, use all caps, or place quotes around your title).

Page Numbers:

- Use the footer of your document to number all pages consecutively beginning on the first page.
- Place the number in the footer and flush with the right margin. Do not type "Page 1." Just use a number.