

Name

Teacher

Class and Period

Date

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. Your font should already be set to this.

Paper: 8 ½” x 11” White printer paper

Margins: 1” on all sides (You will need to change your page margins as they are not set to this when you open a new document.)

Paragraphs:

- Indent the first word of a paragraph ½”
- Use the TAB key to indent correctly
- **Double-spaced** throughout, including quotations, notes, and the list of works cited.

Heading:

- Place this in the “header” of your document. Make sure that it is double spaced.
- Your Heading should include:
 - Your First and Last name
 - Your teacher’s name
 - Course and class period
 - Date in MLA format (Day Month Year. This should look like this: 10 February 2011)
 - An example of this can be found at the top of the page.

Title:

- Center the title.
- Font of Title: Times New Roman; Size 12 (Do not underline, use all caps, or place quotes around your title).

Page Numbers:

- Use the header of your document to number all pages consecutively beginning on the first page.
- You page numbers should be flushed to the right and should include your last name and the page number. You can find an example of this at the top of the page.