

Formatting Formal Writing

Directions: Use the following guidelines when formatting formal writing assignments.

Heading: On the first page, in the upper left-hand corner, place your name, the teacher's name, the course, and the due date of the assignment on separate double-spaced lines. Write the date in the day, month, year format, such as 10 September 2025.

Title of Your Essay: Center the title. Do not underline, bold, italicize, or put the title in quotations. The title of your essay should be double-spaced from the text of the paper. No extra spaces are needed.

Margins: Use the default margins (1-inch top, bottom, left, and right).

Line Spacing: Double-space the entire document. There should be no extra spaces between lines, paragraphs, or the title and body of your paper.

Numbering Pages: Number your pages in the upper right-hand corner with your last name.

Indenting: Indent the first sentence of each paragraph 1/2" by pressing the tab key once.

Line Justification: Only use left justification.

Font: Use Times New Roman 12-point font.

Sample Formatted Paper:

Stephen Jones

Jones 1

Ms. Ankal

English 9

10 September 2025

Off We Go

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