

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 inch 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	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullam laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat	