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Dr. Bianco, WR90  
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Essay No. 1

### How Your Paper Should Look

This paper is set up exactly as your college papers should be. The information above is called the “header,” and your requirements for what to include here will vary from class to class, instructor to instructor. **Your name**, your **instructor’s name** and **course number**, the **due date**, and the **name of the assignment** should all be **single spaced** and **aligned to the right**. Insert the **page number** by using the **Insert / Page Number utility**. The **title** of your essay or paper (if you have one) should be **centered**, with **title caps**. Do not put your title in quotation marks. The following information describes the rest of your paper requirements.

Set your page layout at **one-inch margins** all around (the page number will be less than one inch from the top)

**Always type** your college work, unless directed otherwise. Use **Times New Roman 12-point font**. Unlike what you are reading here, **do not use bold, italics, or underlining**, unless required as part of standard punctuation (for example, a book title). **Do not use larger fonts** for titles. Playing around with fonts can be fun for the writer, but distracting for the reader.

**Do not “justify” paragraphs** (making text on both sides of the page flush). Justified paragraphs are for books, newspapers, and magazines. In a justified paragraph, spacing between words will not always appear to be correct in terms of college-level punctuation requirements. So, instead, always **“left align”** the body of your writing, as you see here.

Set your **spacing to “double,”** with a **half-inch indentation** at the beginning of each paragraph. **Do not add extra lines/spaces between paragraphs**. Within paragraphs, you may single or **double space after a period**, but use only **one space after a comma**.