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| **Format Type** | **Format Information** |
| Paper | Use white paper, 8 1/2 x 11 inches. Print on single side only. |
| Margins | 1 inch {top, bottom, left, and right} |
| Text Formatting | Font: Times New Roman Size: 12 points Do not justify the text Double-space the **entire**  paper Leave one space after a period  Indent the first word of a paragraph ½ inch from the left margin.  Long quotations (more than 4 lines) should begin on a new line and indented one inch from the left margin. No quotation marks used. |
| Heading on first page  No Cover Page | Begin at 1 inch from the top of the page, type: - Your name - Teacher’s name Hall - Course English 3 - Date (day month year) 15 January 2014  All on separate lines and double-spaced  Begin your paper title on a new line and center it.  **Do not:** - Italicize, underline, in quotation, boldface, or type in all CAPs your title. - There is no period after your title or after any heading in your paper |
| Page Numbers and Header | -Place page numbers ½ inch from the top-right margin on all pages  -Type your last name before each page number; leave a space between your name and the page number. (Example: Hall 1)  -Do not write “page” |