

# **CHECK YOUR FORMATTING**

**TOP 4 ISSUES**

# 1

SPACING: DOUBLE SPACE  
THROUGHOUT WITH **ZERO**  
BEFORE AND AFTER SPACING!

# 2

MARGINS: ONE-INCH ALL  
AROUND—THIS IS THE DEFAULT  
(Unless you are working on older  
versions of MSWord)

# 3

## TOP LEFT INFO:

1. Your name
2. Professor/teacher name
3. Course name
4. **Date (# Month 2019)**

# 4

PAGE NUMBERS: TOP RIGHT WITH  
LASTNAME+SPACE+NUMBER

(in Word online the number will look  
like < # >)