

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 <#>)