1. Use a standard, easily readable font (ex. Times New Roman, Arial or Calibri) and type size 12 point.

2. Use double-spacing.

3. Indent new paragraphs one-half inch by using the TAB key.

4. Include your last name and the page number in the top, right corner of each page.

5. Use only one side of the paper.

6. Use 1” margins for top, bottom, and sides of your paper.

7. Staple multiple-page documents one time in the top, left corner.

This formal heading for typed documents should be inserted on the first page of the document only.