1. The Opening Page:

On the opening page or the first page, a comprehensive identification (sometimes referred to as the main heading) and essay title should appear. The identification includes the following information:

- Student/Author Name
- Instructor's Name
- Class Name/Information
- Your Paper's Due Date

Settings:

- Font: choose an easy to read font such as Times New Roman
- **Font Size:** set the font size to be 12 throughout the paper, including the paper's title. Never set the font size larger than 12.
- **Margins:** 1-inch for *top/bottom/right/left* throughout the paper
- **Double-space:** double-space throughout he paper. Don't add extra spaces (besides the already used double-spacing) between headings, title and/ paragraphs. **Important Note:** In the newest Microsoft Word settings, adding extra spaces between paragraphs is a default setting and must be disabled by the writer; otherwise, extra spaces will be automatically created.

