**Henderson’s Eight Fold Path to Proper Paper Formatting\***

**1- Right Heading:** Your paper must have a heading so your wise teacher can determine to whom it belongs. The heading must be ordered as follows and placed at the top left side of your paper

Your Name

Your Teacher’s Name

The Class

The Date (Day Month Year)

You must also have another heading (called a running header in Word) in the top right corner with your last name and page number.

**2- Right Title**: Your paper must have an **original title**. The title must be centered at the top of the page, under the heading. **Do not underline your title or put it in ‘special’ font.** Please note- the title must be different than the name of the assignment.

**3- Right Font**: You must use Times New Roman in size 12.

**4- Right Margins**: Your paper must have 1 inch margins on all sides (the running header is set at 0.5 inches).

**5- Right Spacing:** Your paper must be **double spaced** with NO extra space between paragraphs.

**6- Right Paragraphs**: Your paper must include paragraphs. Paragraphs must be indented ½” space from the left margin.

**7- Right Editing**: You must make use of the divine instruments known as ‘Spell Check’ and ‘Grammar check’ to ensure that your paper is free spelling errors. Do not ‘ignore’ the red and green squiggly lines! They are there for a reason!

**8- Right Language**: Your paper must not contain emoticons or text abbreviations (eg: 24/7, btw, J, ur, j/k, etc.) . That is not English, and this is English class. Unless otherwise noted, you must also write in complete sentences because again, this is English class.

**Follow this simple path\*, and you shall know the paradise of Great English Papers.**

**\*Otherwise known as MLA format**