Your Name

Instructor's Name

Course Name or Number

29 April 2025

Title of Your Paper

Start your paper with a half-inch indent at the beginning of each paragraph. Use double-spacing throughout your paper, including quotations, notes, and the works cited page. Keep the font consistent—usually Times New Roman 12 pt, though other readable fonts like Calibri or Arial are also acceptable if your instructor allows it. Margins should be 1 inch on all sides. Use left alignment and do not justify text.  
  
When citing sources in-text, include the author's last name and page number (Smith 23). For a Works Cited page, begin a new page at the end of your paper and list entries alphabetically by author’s last name.

Works Cited

Smith, John. \*The Art of Writing\*. Penguin Books, 2020.  
Williams, Sarah. "The Evolution of Style." \*Modern Literary Review\*, vol. 12, no. 3, 2018, pp. 45–62.