Six Areas of Formatting For Academic Writing Assignments

* Font
  + Times New Roman
  + 12pt font size
* Spacing
  + Double-spaced
* Margins
  + 1” all around
* Heading
  + Name
  + Instructor’s Name
  + Course Name
  + Due Date
* Title
  + Applicable to topic
  + Centered on the page
  + Located beneath the header, but before the first paragraph
* Paragraphs
  + Left justified
  + Indented