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