**Heading & Title**

* Include a proper heading and title
  + The heading should include the following, on separate lines, starting one inch from the top and left margins:
    - Your full name
    - Your teacher or professor’s name (Mr. Gleason)
    - The course (ELA 8)
    - Date
      * Dates in the heading and the body of your essay should be consistent. Use the same format, either Day Month Year or Month Day, Year throughout the entire paper
      * Examples: 27 July 2017 or July 27, 2017
  + The title should be underneath the heading, centered in the middle of the page, without bold, underlined, italicized, or all capital letters.

**Page numbers**

* Number all pages, including the Works Cited page
  + Place page numbers in the top right corner, half an inch from the top margin and one inch from the right margin.
  + Include your last name to the left of the page number  
    Example: Jacobson 4

**Works Cited**

* The Works Cited list should be at the end of the paper, on its own page.
  + If a citation flows onto the second line, indent it in half an inch from the left margin (called a hanging indent).