**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).