Your Name

Professor’s Name

Course Name and Number

Day Month Year

Title of Your Paper

This template is set up with the proper spacing, font type and size, and the indenting for each paragraph. Remember to put your first and last name in the heading where it says, “Your Name.” Be sure to put Professor before your professor’s first and last name. And either write out the course name (English 101) or use three-letter course prefix (ENG 101) before the course number. The date should be in the order shown: the day first and then the month and then the year. This is an example of the date format: 29 July 2025.

The rest of the heading consists of the title of the essay and the page number. The title of the paper should be in the center of the page with each letter capitalized except for articles (a, an, the), coordinating conjunctions (and, but, or, nor, for, so, yet), and prepositions (of, in, at, above, under, etc.) unless any of these are the first word of the title. Do not put the title in bold or make the title a larger font. The page number is a field inserted above; don’t delete it! It automatically updates with each new page; if you just type in the number, then the number will not change. Your last name should be in front of the page number.

The body of the essay should be aligned left. Make sure the entire essay is double spaced. Set up double-spacing in Microsoft Word; do not click “enter” (or “return”) at the end of each sentence. This creates problems. If you have any questions, ask for a [tutor in the Learning Center](https://centralaz.edu/current-students/student-support/tutoring/), or ask your professor.