Your Name

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Course

Date

The Title of the Paper

The first paragraph of your paper starts here with the first line of each paragraph indented one-half inch from the left margin.

To add your name to the header, double-click “Your Name” in the upper right corner of this page. If you are using Microsoft Word, you should see an option for “Different First Page” on the Design tab of the Microsoft Word ribbon, which appears when you double-click in the header; put a check by this option if your instructor does not want a header on the first page of your paper.

If you use a quotation that is more than 4 lines long, you should put the quotation in a new paragraph that is indented one inch from the left margin:

This paragraph uses the format for long quotations. You do not use quotation marks to set off such long quotations. If the quotation consists of just one paragraph, then you do not indent the first line; however, if your quotation is longer than one paragraph, then you will indent the first line an additional one-quarter inch.

Works Cited

The first citation goes here. Note that all citations begin at the left margin; if they are longer than one line, the second and subsequent lines are indented one-half inch.