Your Last Name 1

(required teacher heading)

Title of Your Essay or Paper

The topic sentence tells the reader what the paragraph is going to be about. It also helps you keep your writing under control. The body is the main part of the paragraph. This is where you tell the reader about your topic by including specific details. All of the sentences in the body must relate to the specific topic of the paragraph and help it come alive for the reader. That is, all of the sentences in the body should contain details that make the topic more interesting or help explain it more clearly. These sentences should be organized in the best possible order. The closing sentence comes after all the details have been included in the body of the paragraph. The closing sentence reminds the reader what the topic of the paragraph is really all about.

Page Numbers:
Create a header that numbers all pages consecutively in the upper right-hand corner one-half inch from the top and flush with the right margin. Your last name goes before each page number.

Heading:
Unless your teacher has different expectations, the upper left corner of your first page is for your heading. List your name, your instructor’s name, the course, and the date. This information needs to be listed in the order provided here. Be sure to double space.

Title:
Create a title only if required. Double space and center your title. The title does not get underlined, italicized, or put in quotation marks; write the title in standard capitalization, not in all capital letters. Do not put a period at the end.

Body:
Double space the text of your paper and use a legible font (i.e. Times New Roman). The font size should be 12 pt. Leave only one space after periods or other punctuation marks.

Margins:
Set the margins of your document to 1 inch on all sides. Indent the first line of paragraphs one half-inch from the left margin. Pushing the tab key once provides the proper spacing for indenting.

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Works Cited

Moslet, Håkon. “Skam – Everything is Love.” YouTube, uploaded by TEDx Talks, 17 Oct. 2017,
https://www.youtube.com/watch?v=qTsruyZ1H Ew.


The Works Cited page should be placed at the end of the paper. Begin the list on a new page, assigning it the next consecutive number in your document. For example, if your paper ends on page 11, then the Works Cited page begins on page 12. It is helpful to draft this document throughout the research process as you compile your sources.

Title, Page Number, and Margins:
The Works Cited page should maintain the same formatting of the paper.

Entries on the Page:
• Each entry begins with a left-justified margin.
• If an entry runs more than one line, indent each additional line(s) one-half inch from the left margin. Pushing the tab key once provides the proper spacing for indenting.
• Entries should be in alphabetical order by author’s last name.
• If no author name is available, alphabetize by the title of document.
• Double space the entire list, both between and within entries.

Every FCHS student has a free NoodleTools account for research and citation help. Accounts must be set up at school, but once you have a log-in you can use it anywhere you have internet access. Purdue OWL is the best resource for citation help.