

Hermione Granger ← Student's Name

Prof. McGonagall ← Instructor's name

Transfiguration ← Class name

27 April 2014 ← Date: Day Month Year (no punctuation)

The Importance of Transfiguration in Modern Times ← Title (centered)

Formatting notes:

- To make the header stay the same on each page while the page number changes:
 - Create a header with only your last name (usually on the "Insert" menu)
 - Add page number in upper right corner (usually on the "Insert" menu)
- Entire page double spaced--no extra spaces between paragraphs (make sure page formatting is set so that spacing after a return is zero)
- Entire paper except for the title should be aligned on the left margin (do not center, align on the right, or align on both the left and right)
- Title is centered on the first line after the heading; it is the same font, size, and style as the rest of the paper.
- Font size: 12
- Font style: Nothing fancy, something standard and easy to read: Times New Roman, Arial, Verdana, Georgia
- 1 inch margins on top, bottom, left, and right