

Title of Assignment

Student's Name
Course Code

Teacher's Name
Holy Trinity Catholic Secondary School
Month Day Year

Format for written assignments:

- *Introductory page* is started about one-third the way from the top and is not numbered.
- *Each subsequent page* is numbered in consecutive fashion beginning with page 2. The number is placed in the upper right hand corner and is without punctuation. Do not include the title page, Works Cited, or Bibliography in the pagination.
- *Margins* of at least 1 inch must be maintained on all sides. Indent the first line of each paragraph 5 spaces.
- *Double space* your essay, leaving one blank line between paragraphs. Use plain white 8 ½ x 11 sheets.
- *Type* in a 12 point font. If you must *handwrite* your essay, use 8 ½ x 11 sheets. Write in blue or black ink only. Double space your work.