The following guidelines should be used for all typed papers in 5th grade and higher:

1. Font: Times New Roman, size 12
2. Margins: 1", with ½" header margin
3. Spacing: **double-spaced throughout paper**, including heading; one or two spaces between sentences are both acceptable but it is important to be consistent
4. Paragraphs: first line indent ½", **no extra spacing between paragraphs**
5. Heading: left-aligned; double-spaced; first page only; includes student name, teacher name, class, date in following format: 5 September 2011
6. Title centered, not underlined; no extra spacing before or after title
7. Header: your last name and page number on top right corner of every page (unless teacher requests to have no header on the first page)
8. In-text citations: use MLA format (Author last name and page number in parentheses)
9. Works cited: at end of paper body; one book or source per line (arranged in alphabetical order), double-spaced, hanging indent of ½"; use MLA format

Specific standards can be found at [http://owl.english.purdue.edu/owl/resource/747/01](http://owl.english.purdue.edu/owl/resource/747/01)

Example:

Susan Anderson  
Mr. Smith  
World History  
5 April 2011  
The Algonquin Native Americans

Of all of the Native American tribes that existed when Columbus arrived in the New World, it is clear that the Algonquins were among the strongest of them all. The survival of the Algonquin tribe was largely due to their ability to adapt to difficult climates, hunt and fish for food and interact with neighboring tribes in a commercial manner.

When Columbus arrived on the shores of North America, there were over 700 different Native American tribes in existence (Swanton 34). Each one had a unique lifestyle and culture, and each tribe had to survive in different conditions. Members of the Algonquin tribe subsisted by fishing and hunting animals for food. However, they also learned to grow crops (New World).
because the Bible says that “the love of money is a root of all kinds of evil” (1 Timothy 6:10).

In the end, it is clear that the Algonquin tribe possessed the skills and flexibility necessary to survive in a difficult region of the country. The Algonquin communities continue to survive, even though the world around them has changed drastically over the past centuries.

Works Cited

