

John Smith  
9/18/14  
LA

Title

This is an example of the format that needs to be used when writing an essay. Notice that the heading is at the top starting on the top line and not in the top margin. Also notice that it is not in the side margin either. The heading consists of a student's first and last name, the date, and the subject. You then skip a line, write the title and then skip another line before writing the essay. Also notice that you write on every other line like you were double spacing on a type writer.

Please don't forget to indent each paragraph and always work with excellence. Your focus and effort will pay off. If you have any questions regarding this formatting, please do not hesitate to ask. You also always have the option of typing your paper and remember, if your paper does not look like this when you are done, you need to make the necessary corrections.