Your name

Mrs. Bernardi

English 4CP

Due Date for Essay

Title of Paper Here – Centered with no Special Punctuation

Thesis: Thesis statement is placed here. Note the use of the word “thesis” on the left and the colon. If your thesis statement extends beyond one line, remember to indent and line it up with the beginning of the statement as I have done.

I.

A.

1.

a.

b.

(1)

(2)

(a)

(b)

2.

B.

1.

2.

II.

A.

1.

2.

B.

1.

2.

III.

A.

1.

2.

B.

1.

2.

**Hints for success:**

1. Turn OFF auto-formatting in your word processing program. (This is usually found under preferences.)

2. Remember, if you have an A, you MUST have a B. If you have a 1, you MUST have a 2.

3. Proofread carefully for parallelism. You MUST use parallel structure. If you are not sure what this means, ASK!

4. Double-check – Did you remember to use the same font and point size in your header as you did for your text?