Student Name

Nicolia

Sophomore English, Period

Day Month Year

Title (be unique with your title)

1. Open Google Docs
2. Font: Times New Roman, Arial, or Cambria / 12 or 11 pt font
3. Alignment: Title should be centered/ Paragraphs should be Left aligned
4. Spacing: EVERYTHING should be double spaced (format – paragraph – spacing - double spacing)
5. Page numbers: (Insert – Page numbers – top left option) highlight the number, double check font and size, then click in front of the number. Then hit “return” once. Then type your last name and a space. It should look like mine above.
6. Now click into your document (**not the header**) and type the MLA heading: left justified
   1. Your Name
   2. Nicolia
   3. Junior English, Period
   4. Day Month Year (ex. 10 November 2015)
7. Title: centered (make it original, capitalize important words) - **do NOT tab it**!
8. Indentation of paragraphs – hit the tab key one time to indent new paragraphs
9. Begin typing!! Follow the outlines you should have prepared. **Focus Area** **paragraphs should go in the same order as they are listed in the thesis.**
10. When you input your evidence, make sure to introduce your evidence using the phrase: **According to \_\_\_\_\_(the website)\_\_\_\_\_ , “**
    1. EXAMPLE:
       1. According to CNN.com. “Quote Quote Quote Quote Quote Quote Quote Quote.”
11. Go back and proofread your paper – then print it and hand it according to the order below. ☺

* 1. Hand in DSPA in this order & with ALL these items:

**(TOP)**

* + 1. Rubric (yellow)
    2. Typed DSPA Response
    3. Typed Works Cited
    4. Prewriting Outlines (Green)
       1. Intro
       2. Focus Area 1
       3. Focus Area 2
       4. Focus Area 3
       5. Conclusion

**(BOTTOM)**