John Q. Doe (Your Name)

Mrs. R. Matsago—Instructor (Instructor’s Name)

English 3 (Course Name)

6 November 2015 (Due Date)

The Implementation of Technology to Save the Planet

 \*\*\*Begin typing first paragraph here. Continue typing until you have stated your ATTENTION-GETTER and THESIS STATEMENT in whatever order you are utilizing. When you have typed out your INTRODUCTORY paragraph, move onto the second paragraph of your paper which will represent the first BODY information in your paper.

 \*\*\*INDENT\*\*\* Remember to use TRANSITIONS to get your reader from one idea to the next logically. Also remember that a new idea calls for a new paragraph (“Business”). Don’t forget your PARENTHETICAL DOCUMENTATION to give credit for the source of the information you are using (Dean).

 Continue until you have typed out the information from all of your notecards along with the necessary CITATIONS/PARENTHETICAL DOCUMENTATION (Clinton).

 Don’t forget an effective CONCLUSION. This should restate the introduction and reach beyond your topic in some original way.

\*\*\*Your WORKS CITED list follows the text of your paper on a separate page!

Works Cited

"Business Coalition for Climate Action Doubles." *Environmental Defense.* Environmental Defense Organization. 8 May 2011. Web. 24 May 2011. <http://www.environmentaldefense.org/article.cfm?ContentID=5828>.

Clinton, Bill. Interview. *New York Times on the Web.* May 2007. Web. 25 May 2007. <http://video.on.nytimes.com/>. Keyword: Climate.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times on the Web.*  22 May 2007. Web. 25 May 2007.

Formatting Specifics to Save You Time (Hopefully!)

Margin Setup: Pagination:

Page Layouts Insert

Margins Header

Normal 1” Blank

Double-Spacing: Home

Page Layouts Rt. Align

Paragraph (Type in Name) SPACE

Change After to 0 pt. Insert

Line Spacing Double Page Number

At 0.00 Current Position

 Plain Number

 Header/Footer Tools

 CLOSE