

Title – centered,
NOT underline, and
only important
words in caps

Header with
name and page
number

Howard 1

Bottled Water – From the Stream to the Store

Begin your introduction down here, double-spaced below your title. Your title should not be done in word art or used in collaboration with any pictures – plain and simple is all we need.

To make a header:

*Double Click at the top of the page Type
your name and move it all the way over.*

To get page numbers:

“Insert” “Page Number” “Top of Page”

“Plain Number 3”

“Referecnes”
Centered on the
very last page

References

“Bottled Water.” *Encyclopedia Americana*. 1980 ed.

Begin your
citations one
double-space
below your title

Zebub, B. L. “The Questions of Bottled Water.” *Natural Criticism*. New York: McGraw
and Hill Publishing Company, 1967, 290-297.

Hanging
Indent

- Citations in alphabetical order
- Size 12 font
- MLA style