Last Name, First Name

Assignment #\_: Title of Assignment

MRKT (Class Number)

Date

**Margins:** 1”, Top, Bottom, Left & Right (Page layout Tab/Margins/Normal – 1”)

**Spacing 1.5** (Home Tab/Paragraph grouping/Line Space & Paragraph Spacing/1.5)

**Font:** 12 Point & Times New Roman (Home Tab/Font grouping/Times New Roman/12)

**Spacing before and after:** 0 pt. (Page Layout Tab/Paragraph grouping/Spacing Before:/After☺

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HOMEWORK FORMAT

All homework assignments, research papers and plans should be formatted in the following manner.