To center text in Microsoft Word, first highlight the text. Next select Paragraph from the Word toolbar. Then, on the Indents and Spacing tab, choose Centered from the drop-down list next to the word Alignment.

Margins should be 1 inch on all sides. To change your margins, select Layout in the Word toolbar, then Margins. From there, select “Normal.”

Ashford University guidelines require title pages to include the course, instructor’s name, and date. This requirement is specific to Ashford and is not included in the APA Publication Manual (6th edition).

Final Research Paper: Common Core State Standards

Samuel Student
ENG122: English Composition II
Professor Smith
June 21, 2017

In the top half of the page, include all information shown here, centered and double-spaced.