The Title of Your Poem Collection Here
(One-quarter page down from top, centered)

Your Name Here
(At the half-page mark)

Subject Name Here
Instructor’s Name Here
Date Here
(All double-spaced)

(Insert a Page Break here to maintain a separation between your title page and page one)¹

¹ Title Page Format: When using a title page, insert a page break at the bottom of the page, and then go to the page layout preferences and check the “Different First Page” option to remove the page number and header box from the title page. Learn how to use your word processor’s page layout features.
FIRST:

1. Begin your collection on this second page by setting the left margin at 1.5 or 2 inches.
2. Drop down 1/3 page and place your title in caps; drop two spaces and begin typing your poem, single-spaced.
3. Use Courier font, at 12 points.

TITLE → small caps

I think that I shall never see
A poem lovely as a tree
etc.

THEN:

1. If your poem continues to page 2, begin that part at the top of the second page.
2. Begin your next poem 1/3 of the way down the page after that, and so on. Every new poem begins on its own fresh page at the 1/3 mark.
3. Insert a page break after the last line of each poem so that each new page begins cleanly and the formatting is not lost.
4. Be sure that all your poems are in a single MS Word document when you mail them out. Do not send them out as separate pages. This is a collection or packet.