

Ms. Seligson's Style Guide for Written Work

Regardless of whether you are typing (keyboarding) or writing your papers by hand, the following guidelines apply:

1. There needs to be a one-inch rule all around the page: top, bottom, left side and to a lesser degree the right side.
2. Unless the assignment is a poem or something equally creative, only blue or black **ink** may be used when writing by hand, black ink when typing. **DO NOT** turn in papers that are in multiple colors of ink, your paper will **NOT** be accepted.
3. Your name, class and period, and date are to be placed on single-spaced lines on the top right corner of the page. = PROPER HEADING
4. You should skip a line with handwritten papers when drafting, final drafts should not have lines between writing. All typed papers are to have either one-and-a-half spaces between lines or be double-spaced. *If you are using a computer, you can make this change by highlighting your document after the heading, clicking on format in the menu bar, and then clicking on paragraph. This is where to find the spacing setting.* You should always hit the spacebar twice between sentences.
5. All paragraphs need to be indented. You may skip a line between paragraphs if appropriate for the assignment, but it is not essential.
6. When keyboarding for a formal essay, only these fonts are acceptable: Times New Roman, Verdana, Tahoma, Ariel and Comic Sans. The essay's font size should be 12 point.
7. Titles can be larger than a 16 point as long as it does not distract from the essay or take up too much space. Titles must be centered at the top of the page. Titles may be *boldfaced*, *colorful*, and in any readable font you choose.
8. Cover pages are not necessary unless required for a specific assignment. Guidelines for cover pages will be given when required.

Example:

	Name <i>First and Last</i>
	Class and Period
	Date <i>month, day and year</i>
<i>Skip a space</i>	
	Title
<i>Skip a space</i>	
	Paragraphs should be five to seven sentences long and most essays will require a minimum of five paragraphs.
	This format should also be used when submitting any type of written work. This is especially true of the placement of your name and the title of the assignment known as the heading.