**Caskey**

**English Paper Typing Guidelines**

- ✓ **Margins –** "Format"
    - 1" from the top, bottom, right, and left – you'll have to "play" with the bottom margin because of line-spacing

- ✓ **Line spacing –** "Paragraph"
    - Set paper to automatically double-space from the beginning to the end
    - No extra line spaces anywhere in the paper

- ✓ **Font**
    - Times New Roman or a comparable font, like Arial

- ✓ **Font size –** "Font"
    - 12 pt from the first letter to the last punctuation mark

- ✓ **Alignment** - " Paragraph"
    - Alignment/Justify left

- ✓ **Page numbering -**
    - Upper right hand corner, begin with (page) 2

- ✓ **Heading -**
    - First and Last Name
    - GT Pre-AP ILA (insert grade number without parentheses) – Pd. ?
    - Ms. Caskey
    - Date DUE

- ✓ **Title – *MAKE THIS INTERESTING** – reflects the content of your paper*
    - Center
    - No all caps, bold-face, italics, underlining, or quotation marks
    - Needs to be interesting, "catchy"

- ✓ **Indention –**
    - 5 spaces for every new paragraph

- ✓ **Sentence spacing –**
    - 1 space after every sentence

- ✓ **Omit contractions  -**
    - don't, can't, etc.
    - except in dialogue

- ✓ **Punctuation/Spelling/Grammar –**
    - DOUBLE-CHECK

- ✓ **Use proper point of view for the writing mode –** see grammar workbook