“The Bishop Way”

Standards for Typed Work

**Heading**

On all assignments, include your heading in the upper **left or right** corner for typed and handwritten work on the **first page** with the **title** of your assignment **centered** on the top line.

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| --- |
| Header: Single-spacedYour first and last nameTeacher’s NameClass PeriodDue DateTitle of Your Assignment |
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On all other pages (the first page is not numbered), write your **last name** and **page number** (numeral only) in the upper right corner as show below.

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| --- |
|  Your last name / Page number |
|  |  |  |
|  |  |  |

Final Drafts: Typed Work

* Use one-inch margins.
* Double space.
* Use very plain font in size 12. Some good choices include: Times, Century, Palatino, Garamond, Ariel, Gill Sans, Franklin Gothic, Trebuchet.
* Use 8 ½” X 11” white paper.

Other Requirements for All TYPED Final Draft Work

* Multiple pages should be stapled once in the upper left corner. Put the final copy on top with any drafts attached at the end.
* RUBRIC (if given) should always be the top paper with your name handwritten.
* No covers and no page protectors (unless specifically required – you’ll know)
* Make sure the paper is neat and in good condition; do not turn in a paper with stains, folds, or tears.
* Use standard English and avoid contractions, slang, abbreviations, acronyms, etc., in formal essays or reports.
* Write in a style appropriate to the established purpose: creative or formal.
* Write on only one side of the paper. Typed papers may be double sided.