## **GUIDE FOR DAILY ASSIGNMENTS**

- 1. Specifications
  - Full Sheet of wide-lined, 8 1/2" x 11" paper No spiral notebook edges Blue or black ink
- Heading in upper right hand corner 2. Name Course, hour Date Assignment

Tom S. Elliot French I, Period 2 April 2, 2005 Verb Tense

## **GUIDE FOR FORMAL ASSIGNMENTS**

- Handwritten Papers 1. Full Sheet of wide-lined, 8 1/2" x 11" paper No spiral notebook edges Blue or black ink Write on only one side of paper
- 2. Word-Processed Papers
  - Full Sheet of wide-lined, 8 1/2" x 11" paper Word process on one side of paper Double space
  - Times/ New Roman style
    - Indent five spaces for a new paragraph
    - Margins:
      - 1" at the top of the first page
      - 1" at the top of all other pages 1" at the bottom of every page

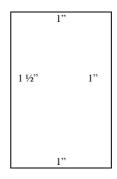
      - 1" on the left margin
      - 1" on the right margin

3. Title Page

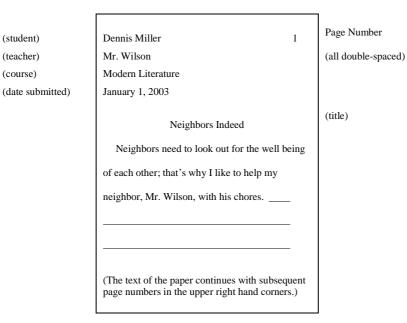
Place title just above center of the page Capitalize the first letter of each word in the title, with the exception of a, an, the, and prepositions-no underlining, no quotation marks Center the following information in the lower half of the page: Name Course, hour Date

- Assignment
- 4. Page Numbers

Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively, one-half inch from the top and flush with the right margin.



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## Sample MLA Title Page for Regular Essays, Themes and Reports

## **Optional Title Page for Larger Projects**

