

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
2. Heading in upper right hand corner
 - Name
 - Course, hour
 - Date
 - Assignment

Tom S. Elliot French I, Period 2 April 2, 2005 Verb Tense
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GUIDE FOR FORMAL ASSIGNMENTS

1. Handwritten Papers
 - 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.

1"	
1 1/2"	1"
1"	

Sample MLA Title Page for Regular Essays, Themes and Reports

(student)	Dennis Miller	1	Page Number
(teacher)	Mr. Wilson		(all double-spaced)
(course)	Modern Literature		
(date submitted)	January 1, 2003		
	<p style="text-align: center;">Neighbors Indeed</p> <p>Neighbors need to look out for the well being of each other; that's why I like to help my neighbor, Mr. Wilson, with his chores. _____</p> <p>_____</p> <p>_____</p> <p>(The text of the paper continues with subsequent page numbers in the upper right hand corners.)</p>		(title)

Optional Title Page for Larger Projects

(title)	<p style="text-align: center;">LEADERS OF THE PACK</p>
(students)	<p style="text-align: center;">Katy Franta Ryan Johnson</p>
(teacher)	<p style="text-align: center;">Mr. Wilson</p>
(course/hour)	<p style="text-align: center;">Modern Literature, Period One</p>
(date)	<p style="text-align: center;">February 29, 2005</p>
(assignment)	<p style="text-align: center;">Trend Paper</p>