How to format your papers

Name of Assignment / Title

First Last
Due Date – write out
4 September 2015

Format specifics:

- Use 1" borders on all sides, including the header – whether you've typed your work or hand written it in pen or pencil.

- Use 12pt Times New Roman (or similar, <u>serif</u> font: e.g., Cambria, Century, Palatino)

- Center the title (bold is optional; the title may have a larger font size, but no bigger than 18pt) **Name of Assignment / Title**

- Align header to the right. You have two options for writing out the date: in the traditional "American" fashion, September 1, 2015, or in the European fashion, 1 September 2015. Do not abbreviate.

- Single or 1.5 space for body paragraphs (make sure they are aligned to the left, not centered!) You should double space your drafts, but to save paper, please shift your final work to either single or 1.5.

- Do <u>not</u> print with url/web information on the top and bottom (If you are using google docs, use the print command.)

- Exceptions: assignments that will be displayed or include artwork may have different size requirements. For instance, your Name Piece might require size 20 font, whereas a bookmark poem could be in 8pt font.

{ Serif }
A serif is a small decorative flourish on the end of the strokes that make up letters and symbols

[Sans Serif]
"Sans" (to be without) Serif fonts do NOT have any flourishes at the end of strokes.