

## Basic Manuscript Form

1. Use 8.5 x 11 inch white paper only. Do not use paper torn out of a spiral notebook unless the ragged edges have been removed before you hand it in.
2. Write on one side only of the page unless your teacher gives you permission to write on the reverse side. If typed, double space as a general rule. If handwritten, use only black or dark blue ink or a #2 pencil, depending on your teacher's instruction.
3. Put the following heading in the upper left hand corner of your paper:
  - (name)
  - (teacher)
  - (course and period)
  - (date)

If more than one sheet makes up the assignment, use this heading for each added page:

- (name)
- (Page #)

**Always staple multi-page assignments together.**

4. Center the title of your paper or assignment on the top line of the paper. Capitalize the first letter of the first and last words of your title, the first word after a semicolon or colon if you use either one, and the first letter of all the other words except the articles (*a, an, the*), short conjunctions (*and, but, or, etc*), and short prepositions (*in, on, of, with, to, etc.*) Examples follow:

- *Even Problems on Pages 10-15*
- *A Summary of Chapter Eight*
- *A Commentary on Miller's Play, "Death of a Salesman"*
- *Notes on Chapter Eight and Nine Concerning the Civil War*

5. Skip a line under the title before you begin writing.
6. Do not write in the left hand margin and leave at least a  $\frac{1}{2}$  inch margin on the right side of each page.
7. If you are writing in paragraphs, indent the first word of each paragraph.  
**DO NOT SKIP LINES BETWEEN PARAGRAPHS.**
8. If you have not saved your paper on a computer, make a copy before you hand it in or make sure you see that a teacher has given you credit for turning it in. Teachers are human and can lose track of a paper just as a student can.
9. Never hand in a half-sheet or a sheet that has been torn. Do not tear the holes of notebook paper that you use for hand-in assignments.