Paper and Ink:
   a. handwritten: 8 1/2” x 11” (nothing smaller acceptable) ; dark black ink, only.
   b. typed: same, but unlined; same ink

Margins: Leave one-inch (1”) margins on all four edges of each page.

Spacing:
   Typed pages are double spaced; handwritten pages are written on every other line, also called double spacing.

Name/ Info Data: in upper right corner of first page only, three single spaced lines:
   Name (first name first)                   Lucy Lee
   Class (both course and section numbers)  E. 102 #0466
   Original due date, not the late date 3/1/15

Editing (correcting): Using pen: horizontal line to delete; caret and space, above, to insert
   Do not write on top of (over, covering) existing writing.

Title (do not use a separate page): Since writing convention requires a title for all communicative writings, anything turned in without one will get no credit and not be read. Following the name info/data, write title on (on means “on top of,” not below) first line of lined paper or type it in same place on unlined paper. Your title should be brief, centered, and suggestive of your main idea in the writing. Do not borrow any other author’s title as your own!

Following the Title:
   Skip two lines (triple space), indent five characters (indent is also true for each new paragraph) and begin writing. Now, double space. Write in such a way that you don’t force your readers to go back to your title to understand something.

Fastening Pages:
   The only acceptable way is with one staple in upper left corner. For corrections or revisions on separate page(s), always staple the most recent on top.

Numbering:
   Title page is automatically page 1, but do not number it or use #1 on any other page.
   Number all the other pages in the upper corner without the staple, even for writing on the back.

Title p (Special Punctuation of Titles Used Anywhere in Your Writing: punctuation is either quote marks or underlining (italics o.k., instead) ---nothing else)

1. Underline (italics o.k., instead) outside title of complete book, pamphlet, magazine, etc.
2. Quotation marks around inside title (selection within book, etc.)
3. Do not use both quote marks (or italics) and underlining together!