Standards of Acceptability for final drafts and any writing assignments

1. You should skip lines or double-space all compositions of a paragraph or longer.
2. You should use only blue or black ink on final drafts. Typed final drafts are preferred.
3. Please use regular size white loose-leaf paper (college rule is preferred) or plain white paper if you are typing.
4. Your rough drafts must be attached behind your final copy.
5. You need to use different colored pen or pencil for making corrections and revisions.
6. Always use your most readable writing (print or cursive) and use acceptable margins.
7. Use the proper heading on the top right-hand side of your paper:

First and last name

Mod

Date

1. Center the title of the assignment.
2. For final drafts, write on one side of the paper only. Typed drafts must be 12-point font with one-inch margins. Use Times Roman.
3. Your work should always be neat in appearance.
4. Always answer questions in complete sentences unless otherwise instructed.

**Keep this sheet in the language arts section of your binder and refer to it as needed. Your grade may be penalized for not following these standards.**