

Standards for Written Work
Ellensburg High School

Hand-written assignments will use the following:

- Legible handwriting
- Blue or black ink [pencil only with permission]
- Left and right margins of 1 inch
- Paragraph indentations of 1 inch
- No blank lines between paragraphs
- Edging from spiral notebook paper removed

Typed assignments will use the following:

- Standard font (i.e., Times New Roman)
- 12 font
- Top, bottom, left, and right margins of 1 inch (bound assignments use left margin of 1 ½ inch)
- Double spacing
- Paragraph indentations of ½ inch
- No extra spacing between paragraphs
- Italic used only for emphasis or punctuation
- Book titles and movies are italicized; story, poem, and song titles are within quotes
- Do not italicize or underline your own title

Heading (See sample on next page)

- Do not include a cover page (unless instructed to do so by your instructor)
- In header, align right and type your last name, leave a space, and then insert page number
- In document, on the left, double-spaced, type the following:
 - Name
 - Instructor's name
 - Course title or class period (according to teacher's preference)
 - Date in MLA format (21 Oct. 2010)

If using research, follow MLA guidelines for in-text citations and Works Cited page.

If more than one draft is turned in, staple (in upper left corner) most recent draft on top.

Jack Smithson

Hodges

Chemistry

3 Feb. 2011

Radon in Drinking Water

Recently, research has suggested that high radon levels in the water we drink might lead to health risks for the individuals...