

## **Style Sheet for the Final Draft I Search Paper**

- 1) All papers must be word processed on white paper with 12 point font, double spaced and one inch margins.
- 2) Attach a title page with your name, teacher's name, course and due date to the front of your research paper. You may be creative here.
- 3) Number all pages with your last name and the page number in the upper right hand corner.
- 4) Do not use abbreviations unless they are universally accepted.
- 5) Do not use "&" in place of "and."
- 6) In the body of your paper, write out numbers.
- 7) Use quotation marks around the words of others or when quoting from a reference. Otherwise, it is PLAGIARISM.
- 8) Use spell check for the correct spelling of any word, but remember that spell checks do not catch errors in misused words or homophones. Proofread. There is no excuse for errors.
- 9) Before handing in your paper, read through it carefully to check for careless errors and typing errors. It is your responsibility.
- 10) When crossing out an unwanted word, draw one thin line through it.
- 11) If you have omitted a word, use the caret (^) sign to indicate its position.
- 12) The order of your final paper should be title page, body of your work, self-evaluation/reflection, Works Consulted page.
- 13) TAKE PRIDE IN YOUR WORK AND DO YOUR VERY BEST!!