

## Formatting Guidelines for Computer Generated And Written Assignments



### Computer Formatting

- 12 point font size
- double-space lines of text
- Times or New York font style
- Heading begins on the top line, in the right hand corner
- All lines of the heading should be lined up
- Only one return between the heading and the title
- Only one return between the title and the first line of your work

### Handwritten Formatting

- All turn in assignments should be done in cursive writing
- Heading begins in the upper right hand corner
- All lines of the heading should be lined up
- Skip the first line before you begin writing
- Do not skip lines between paragraphs, just indent

**Keep this paper as a reminder! You are now required to format your  
papers like this.**