

Final Draft Style Sheet

Unless you are given different directions, please follow this format whenever you complete an assignment.

1. The first four lines MUST have the following header **justified left**:

Your Name		Cooper Jacobs
Teacher's Name	EXAMPLE →	Ms. Bryant
Class		Language Arts 7
Date		August 19, 2023

Be sure to hit the “enter” key twice after typing the date.

2. Type the paper on **Microsoft 365 – Word**
3. Double - space your paper. (Set line spacing to “2” or “double” for a computer. Do NOT hit the “enter” key to double space. Only hit the “enter” key when you are ready to begin a new paragraph.)
4. When you type your paper, the margins should be 1” on all four sides of the paper.
5. Use a 12-point type. Acceptable fonts are **Georgia, Times New Roman, Arial, and Courier.**
6. When printing your paper, use white, 8” X 11” paper only
7. Indent each paragraph ½”. (Hit the **Tab** key one (1) time)
8. Your paper should be justified on the left margin.
9. Center your title (if you have one) two lines below the header. Do not underline it; do not put it in quotation marks; do not place it in all caps; do not place it in all bold letters; and do not place it in italics.
10. Your paper should be free of all visible errors. Proofread carefully. Use spellcheck with caution!