

Name: _____

English 6

Date: _____

Ms. Lund

Final Copy Requirements for English 6 Writing

1. Put the correct heading on the first page of your final copy.

Your Full Name

Date

English 6

Ms. Lund

2. Center your title underneath the heading but above the actual writing piece. You may put it in bold and in a bigger font (16 point or 18 point). DO NOT underline your own title. We do that only for book titles.

3. Type your final copy using black or blue ink.

4. Use a 12 point sized formal font such as Times, Times New Roman, Ariel, Palatino, Courier, or Bookman. DO NOT use fancy fonts because they are difficult to read and make it more difficult to accurately count pages written.

5. Double space between the lines, not the words! HELPFUL HINT: If you are using Microsoft Word, then click on the "Format Menu" at the top of the page. Click on "Paragraph." Once you are in the "Paragraph Palette," click on line spacing and select "Double." Then, click on "OK."

6. Indent each paragraph by hitting the "Tab" key once. DO NOT skip an extra line between paragraphs.

7. Your margins should be 1" at the top, 1" at the bottom, and 1" or 1.25" on the left and the right. HELPFUL HINT: In Microsoft Word, click on the "Format Menu" at the top of the page. Click on "Document." In the "Document Palette" check the margins for the top, bottom, left, and right.

8. Spell check your piece before printing it out.

9. Use your "Editing Checklist" from class to prepare your Final Draft. Staple all drafts together in the upper left hand corner, with the final on on top.

10. Re-read your piece a few times, at least once aloud as a final check😊