

KaTrina Wentzel
English 9
English 9 Style Sheet
November 2, 2006

- 1) It is expected that written work will be word-processed unless you are having tech problems. Paper and pen still work fine when needed! If you are handing in a handwritten piece of work, please use loose-leaf paper with no ragged edges, blue or black ink, and neat writing.**
- 2) Please use a basic size 12 font – no fancy scripts, please.**
- 3) Unless otherwise indicated please DOUBLE-SPACE.**
- 4) Whenever possible, please DUPLEX to save paper.**
- 5) If you can, print before you come to class. But if it is a case of being on time to class and stopping at the printer, please GET TO CLASS ON TIME. We will allow trips to the printer when necessary.**
- 6) Please use standard margins with left justification, unless otherwise indicated.**
- 7) Please indent for new paragraphs rather than using block style.**
- 8) For your heading, please write your name, English 9, the name of the assignment, and due date using right justification in the top right-hand corner (see this sheet).**
- 9) Always, always, *always* spellcheck!**