

Kraemer Middle School

Minimum Standards for Typed Work

All student work should be submitted in the following format:

1" margin ↓

Student Name
Date
Period
(Triple Return)

1" margin

→

Title/Identification of Work
(Double space below the title)

The writing begins here. A paragraph is indented five spaces. This is one tab. The heading is placed in the upper right-hand corner. You must include your first and last name with the correct date and period. The body of the paper is double-spaced. Set all margins to 1" on all four sides.

▲

- Work should be submitted on white 8 ½ x 11 inch unlined paper in 12 or 14-point black font. Use bold, italics, or all caps appropriately. Acceptable fonts are legible and include: **Tahoma, Comic Sans, Arial, and Times New Roman.**
- All work must be submitted in complete sentences that restate the question, unless otherwise directed by the teacher.
- Paragraphs must be indented.
- Remember to save your work.

Always do your best work. You may be asked to resubmit work that does not meet these minimum standards.