

Designing a Paper for San Francisco School Middle School Classes

The following guidelines are taken from Write Source 2000, the writing handbook used by the SFS Middle School and can be found on Page 27 with a couple of changes. The Sample Works-Cited Entries, Sample Internet Entries and Sample Research Paper are from Pages 231-235 of Write Source 2000.

Type font: Use Times New Roman, Times, Helvetica or Geneva in 12 point type size, with 14 point headings.

Use double spacing in all your drafts!

Maintain a one inch margin around the page (top bottom, left and right).

Hit the tab key to indent the first line of each paragraph. This key should be set at five spaces.

Leave only one space after a period to make your writing easier to read.

Write your name and the date in the upper right hand corner of every page:

Delia Williams
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