

Final Formatting Fun!

Your final project is due on March 31st (8A) or April 1st (8B). If you are absent, please send your project to school with a friend, parent, or sibling.

If you need your teacher to print out your final draft, you need to e-mail the paper (as a “doc”) by 8:30 AM the day it’s due. Please do not do this unless it’s a last resort.

You can use a folder, binder, paperclip, or staple to hold your project together. Please do not use plastic covers or report-holders.

Components

- Please turn in these components in this order. This is slightly different from your original handout. ***This is the correct order:***
 - Title Page
 - Final Draft
 - Bibliography
 - Rough Draft(s)
 - Definitely include the one that goes with the peer-edit. Turn in others if you want.
 - Peer-Edit Sheet (the one someone filled out for you)
 - Thesis and Outline
 - This can be a new version or the original your teacher returned to you.

Title Page

- All text on the title page should be centered.
- Put the title about 1/3 down the page. Use a larger font if you’d like.
- About 2/3 down the page, list in 11-12 font:
 - Your full name
 - Ms. Drake or Mr. Szott
 - 8A or 8B Block
 - March 31st, 2009 or April 1st, 2009
- You may also include up to three pictures, but they should be “professional” and not make it hard to read the text. If you do this and get pictures from internet, you need to include the website address as part of your bibliography.

Page Numbers

- Your final paper should be between 4-5 pages.
- Your last name and page number should be in the top right corner of every page, except for the title page, which does not have a page number.
- Your final draft and bibliography are the only pages that need to be numbered.

First Page

- Your first paragraph should begin at the top of the first page.
- Do not include a heading or title. (That’s what the title page is for!)

Indenting

- Indent all paragraphs.

Spacing

- Double-space your paper.
- Please do not add an extra space between paragraphs.

Citations

- Make sure that every body paragraph has at least one citation.
- Make sure that double-check your citation format. Please ask for help if you are still confused.

Font

- Please use a “normal” font like Arial or Times New Roman.
- Use 11-12 font.

Bibliography/Works Cited

- Make sure you have four sources.
- Make sure you have two or more non-Internet sources.
- Put either **Bibliography** or **Works Cited** at the top in the center of the page.
 - Keep the title in the same size font.
- **Continue your page numbering from the final draft.**
- **Do not number or bullet your sources.**
- **Alphabetize.**
- Double-space (each line, not between lines)
 - See model if you don't know what this means.
- Hanging indent
- Check spelling and capitalization!
- If you have very long website addresses, you may shorten them to a reasonable length, as long as it's relatively clear where the site is.
- For 4 sources, include an annotation of 2+ sentences. Explain what the source is and how it helped you in your research. 1st person is OK here.

Titles

- *Italics* and underlining both indicate a complete work, like a book, film, or online encyclopedia.
 - We prefer italics, but either is fine as long as you are consistent.
- “Quotation marks” indicate quotes, article titles, or entries in an encyclopedia.
 - Therefore, with *Wikipedia* articles (“Dr. Seuss”).

Here's a few things you should double-check to avoid driving your teachers to the loony bin (oh, and to be a good writer too...)

- Ⓢ Do not end your paper with a question.
- Ⓢ Write in 3rd person.
- Ⓢ Please avoid contractions and parentheses, unless it's a citation.
- Ⓢ *Affect* vs. *effect*, *its* vs. *it's*
- Ⓢ Use a person's last name or full name, not their first name (Lincoln or Abraham Lincoln is OK, Abe or Abraham is not)
- Ⓢ It's U.S. , not US