

Dripping Springs High School English Department Style Sheet

These style guidelines should be followed on ALL assignments. Please read these instructions carefully and use them every time you turn in an assignment to your English teacher!

Requirements for **TYPED** assignments:

Do not make a title page for your paper unless you are specifically told to do so. Provide a double-spaced entry in the top left corner of the first page that lists your name, your instructor's name and period number, the course, and the date. Center your title on the next line (one double-spaced line after the heading), and begin your paper immediately below the title (one double-spaced line after the title). Do not underline or italicize your title. Type your paper in Times New Roman (or other standard font, as specified by your teacher). Type your paper in a 12-point font unless your teacher tells you otherwise. Format your paper so that its margins are 1" or 1 ¼". Double space the ENTIRE paper. Do not add an "extra" space between the header and title, between the title and the body of the paper, or between paragraphs. (If typing poetry, however, the stanzas may be single-spaced.)

Example:

Joe Tiger

Mrs. Strict—6

English IV

18 August 2007

Shylock: Victim or Villain?

William Shakespeare's *The Merchant of Venice* stands precariously poised on the line between comedy and tragedy, due largely in part to the role of its supposed villain, Shylock....

(Guidelines for handwritten assignments are on the back of this sheet.)

Requirements for **HANDWRITTEN** assignments:

Provide a heading in the top left corner of the first page that lists your name, your instructor's name and period number, the course, and the date.

Center your title on the top line of your notebook paper. EVERY assignment should have a title!

Skip a line after the title and begin writing.

Write neatly and do not skip lines within your writing unless you are instructed to do so.

Example:

The image shows a sample of a handwritten assignment on lined notebook paper. The page is divided into two columns by a vertical red line. On the left side, there is a circle representing a hole punch. The text in the top left corner is written in cursive and includes the student's name, instructor's name and period, course, and date. The title is centered at the top. Below the title, there are two numbered questions written in cursive.

Joe Tiger
Mrs. Strict—6
English IV
18 August 2007

Merchant Quiz

- 1. Shylock wants to get revenge on Bassanio because Bassanio used to taunt Shylock in public by spitting on his robes and calling him names.*
- 2. Antonio sends word that his last wish is to see Bassanio before he dies.*