***Minimum Requirements for Writing Assignments***

To be considered for grading, each writing assignment must meet the below requirements, unless otherwise instructed. **Assignment will be returned without grading as “incomplete” or “missing” unless the minimum requirements are met.**

1. **Title** of assignment in center of upper white margin
2. **FIRST page:**
	1. Fullstudent **first & last name** listed in upper LEFT hand corner of white margin (ex. “Haley Smith”)
	2. **Instructor’s name** listed below student name (“Ms. Komarnisky”)
	3. **Course & Section** listed below instructor name (ex. “Biology Period 1”)
	4. **Complete date** listed below course & section in appropriate format
3. **ALL pages:** Student **last name** and **page number** in upper RIGHT hand corner of white margin
4. Notebook paper **holes on left** side of paper
5. Paper should have **no** **rips**, **crumples**, **stains** or **“fuzz”** from torn out spiral notebook
6. Assignment should be **legibly** **handwritten** or **typed** (11 or 12 pt. font, 1.5 spaced or double spaced)
7. All paragraphs should be **indented**
8. Stray marks or **corrections** must be **fully erased**
9. Writing should not extend beyond right-hand margin notebook paper **“red-line”**
10. If assignment includes your response to questions, **questions should be restated** as part of answer, and answers must be in **complete** **sentences** (no one-word or partial sentence answers)
11. Paper should have **no drawings or stray comments** written on it unless part of assignment. If a graph or figure is required as part of the assignment, it must be clearly labeled with a caption that pertains to the content of the graph/figure.
12. Writing must be in your **own words**, unless citing a quotation
13. Multiple pages should be **stapled together** in **UPPER LEFT** hand corner **BEFORE** collection of assignment, with **title, heading**, student **name** and **page numbers** as listed above
14. Basic **conventions** (beginning capitalization, punctuation, spelling, etc.) must be evident
15. **Bottom** margin of each page must have white space, of at least 3 lines.
16. Correct **MLA** **bibliography** **format** (if applicable). Standard to be provided.

***SAMPLE FIRST PAGE***

*Include last name and page number on all pages*

*Multiple pages must be stapled together in upper left hand corner*

**Haley Smith Smith - 1**

**Ms. Komarnisky**

**Biology Period 1**

**August 15, 2019**

*All written assignments, including homework, must show a title.*

*Paper edges must be smooth and neat. Holes must be on the left side.*

**An Introductory Discussion of Reptiles**

 **The term “reptiles” refers to cold-blooded species that have a vertebrae. Since reptiles are cold-blooded, they must obtain heat from an outside source. Scientists often observe reptiles atop rocks, basking in the sun…**

*Proper writing conventions should be used (e.g., punctuation, capitalization, spelling, etc.)*

*Writing should be surrounded by white space on all sides. If typing, margins should be set at 1 inch. Writing on notebook paper should not frequently extend past either “red line”*