

Middle School Writing Guidelines

1. Use neatly-edged, lined paper. No spiral-bound paper is acceptable.
2. Use blue or black ink.
3. Use legible cursive handwriting or a word-processor.
4. Maintain top, bottom, and side margins.
5. Number the pages.
6. Use a cover sheet for assignments of more than three pages.
7. Title all work.
8. You will only receive credit if your name is on the paper. To identify your assignment, you should write the following in the upper right-hand corner:

Full Name
Period, Subject
Date

Assignment Title

9. Write in complete sentences for all assignments.
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Remember to check the following for correctness:

spelling
margins
punctuation

grammar
form
paragraphs

capitalization
neatness
title

