

Name: _____

Date: _____

Keep this sheet for reference during the entire school year.

**Parkview High School
Language Arts Department
Composition Standards**

Follow these guidelines for your essays:

1. Papers should be typed if at all possible.
2. Type a heading in the upper left corner of the first page, including your name, your teacher's name, the name of the course, and the date.

Samuel Student

Dr. Tilley

AP English

3 September 2009

(Space twice before typing your title.)

3. Center and type the title of the paper. Use standard capitalization rules. Space once between the title and the body of the paper. Do not underline the title.
4. Double-space the body of the paper. (If you must write your paper by hand, skip lines. Do not leave an extra space between paragraphs.)
5. For multi-paged papers, number all pages in the upper right-hand corner. (Using the header function of your word processor, indicate your last name and page number beginning on page 1.)
6. Write or print on only one side of the paper.
7. Use blue or black ink on lined, loose-leaf notebook paper if you are writing your paper.
8. Edit your papers carefully. Rules concerning Standard English apply to all assignments.