

Full Name
Assignment
Subject, Grade-Section
Date

Title

Use single line spacing for your heading. Skip one line and then use double line spacing through the rest of the document. Indent your paragraphs with the **Tab** key when you type them.

Final Copy Quality (FCQ) Requirements for Grades 7-8

(Modified MLA Format)

Whenever directions for an assignment are followed by "FCQ", you will need to use the following guidelines. You must precisely follow the rules listed below. If any of these are not observed, your work will be given back to you to be done over; and will therefore also be considered late. Please note the *NEW Middle School Heading modeled above* (single spaced, top-left corner of page)

Rules for Writing by Hand

1. Use pen to write and only blue or black ink.
2. Use regular paper -- 8 1/2 x 11, white-lined. If the paper is ripped from a notebook, make sure that there are no "snowflakes". Use scissors to trim off the ends.
3. Write in cursive. **DO NOT PRINT!**
4. Keep a one (1) inch margin on all four edges of your paper.
5. Use only one side of the paper.
6. Use a proper heading as modeled above *or as directed by the teacher of the class*.
7. Always proofread before handing in your final paper. There should not be any spelling errors, and few or no punctuation and grammar errors.
8. There should be no cross-outs and few white-outs. If there are too many white-outs, do the final draft again.

Rules for Typing or Using a Computer

1. All of the above rules apply, except 1, 2, and 3.
2. Use a single space between words and after commas, semicolons and ending punctuation.
3. The line spacing for the body of the document is double spaced (2.0); but the heading is single spaced (1.0) to conserve paper.
4. Typing font and style should be **Times New Roman, plain, size 12**.
5. All margins should be one inch (1").
6. If there is a title on the document it should be centered and the same size as the rest of the document (12). Titles are never underlined nor written in all capitals. Capitalize only the first, last, and principal words of the title. Titles never end in a period; but sometimes it is appropriate to end them in a question mark or an exclamation mark.
7. Make sure you proofread, spell-check, and run a 'print preview' before you print.
8. Save and backup your work. If your printer is not working, save your work on a disk, disc, or flash drive; or email it as an attachment to your teacher or yourself. If you don't have Microsoft Word, do a *Save as* to save your work as a *Rich Text File* (.rtf).