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| **Guidelines for typing your paper:**If you decide to type the final draft of your story, you will be expected to follow the guidelines below:1. The font size should be 12 pt. only. No larger and no smaller.
2. The font type should be Times New Roman or Arial only.
3. Your name, the due date, and your Language Arts class period must appear in the upper right hand corner.
4. Press Enter or Return two times before typing your title. The title should be centered on the paper.
5. Press Enter or Return two more times before you begin the introductory paragraph of your narrative.
6. Your narrative should be double spaced.
7. Each paragraph should be indented at least 5 spaces (or use Tab).
8. Double-check your spelling, punctuation, and grammar carefully before you print it out! Spell-Check may not catch all of your mistakes, so beware!
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| **Guidelines for hand-writing your paper:**If you decide to hand-write the final draft of your story, you will be expected to follow the guidelines below:1. You do not need to skip every other line. You may write on every line.
2. Please take the time to make sure that your handwriting is as neat as possible.
3. Write your title on the top line of the paper (as your heading).
4. Indent all paragraphs!
5. Double-check your spelling, punctuation, and grammar carefully before you turn in your paper! It might be good to have someone else check your work too.
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