

CARONPORT HIGH SCHOOL



Guidelines for Writing

Good written communication is a major strand of our educational program. Students must be skilled at using a variety of written forms, such as essays, stories, poems and reports. The guidelines contained in this document will assist you in using the format appropriate to your assignment, and will hopefully be a useful resource for being an effective writer. An effective writer is one who can clearly communicate his/her thoughts or information to the reader in an appropriate manner.



Style Sheet

Introduction

The Modern Language Association (MLA) format is used by Caronport High School as a resource for writing style. It provides writers with a system for cross-referencing their sources from their parenthetical references to their works cited page. This cross-referencing system allows readers to locate the publication information of source material. The proper use of MLA style shows the credibility of writers; such writers show accountability to their source material. Most importantly, the use of MLA style can protect writers from accusations of plagiarism.

Paper Format Guidelines

- Papers should be typed and double spaced on standard 8.5x11 inch paper with margins of 1 inch (2.5 cm) on all sides. Do not put extra spaces between paragraphs.
- Regular 12 pt. Times New Roman font and black ink should be used.
- Do not include any blank pages in your paper.
- Title pages are not necessary unless required by your teacher. Instead, you should provide a double-spaced entry in the top left corner of the first page that lists your name and CHS box number, your teacher's name, the course, and the date. Then center your title on the line below the header and begin your paper immediately below the title (see the sample at the end of the section).
- A table of contents is not necessary unless required by your teacher.
- Page numbers are not necessary unless required by your teacher (make sure your pages are arranged in the correct order before submitting your paper!).
- Unless instructed by your teacher, do not use headings or subheadings within your paper. Rather, make good use of transition sentences (at the end of a paragraph) and introductory sentences (at the beginning of a paragraph) to let your reader know that you are changing to a different point of emphasis.
- If an outline is requested by your teacher, it should be single spaced and in point form. Make sure to provide all details in your outline that will appear in your paper.
- Exceptions to the format above may be made when doing creative writing of verse (poetry or songs). For these types of writing, you may single space, and use the margins as you feel is appropriate.