

Your Name
Your Class Period
Today's Date

Type as is! Centering, indenting, bold, italics, etc.

Typing Your First Carmody Middle School Paper: Hints

1. Title page: center your title and be sure to put your name and date on the title page which should also be centered.

Title of My Report
by:(Name)
Date
Period ____

Be sure to double space your title. See the above example. If your teacher requires an illustration on the cover, this can be moved to the lower right hand corner.

For papers without a title page, type your name, period, date in the upper left or right hand corner. Then center the title for your assignment at the top of the page.

2. Text should be double rather than single spaced which makes for a more attractive appearance. Observe one inch margins on the right, left, top and bottom sides.

Always more interesting to read a text that is double spaced than one that is single spaced.

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3. Indent the first line of each paragraph with 5 spaces. Hint: use the tab key on your keyboard which is usually set to fit 5 spaces, or hit the space bar 5 times. Check to see if your paragraphs contain the same ideas. If not, separate them into different paragraphs.

Always indent the first line of a paragraph as it clearly identifies where the beginning of each paragraph is.

4. Begin every sentence with the first letter capitalized. See all examples in this hand out.
5. Hit the space bar twice after punctuation mark (period, question mark, examination mark) for end of each sentence.
6. After each comma (,) and every semi-colon(;) with a sentence, put a single space before typing the next word.

Put a blank space, following the comma or semi- colon punctuation mark.

7. Put two spaces after a colon mark(:) before typing the next word.

The following examples are to consider: fame, fortune, and happiness.

8. If you have a spelling checker use it!!!