

Checklist for Submitting Writing to E110

Saving, Naming, Posting, Printing

1. Save your piece in Microsoft Word
2. Post your piece to the class folder on Google Drive
3. Bring three print copies of your piece to class
4. Use this formula to name your document: “First-Name Last-initial Assignment-Number”

Main Text

1. Choose a serif font
2. Choose 1.5 spacing for paragraphs
3. Add 6 pts after each paragraph
4. Indent each paragraph 0.25”

Paratext (first-page info, titles, headers, running heads)

1. Type this info at the top of your first page
 - a. Name
 - b. Assignment Number
 - c. Date
 - d. Title of Piece
2. Number the rest of your pages
3. Choose a sans serif font
4. Choose 1.0 spacing