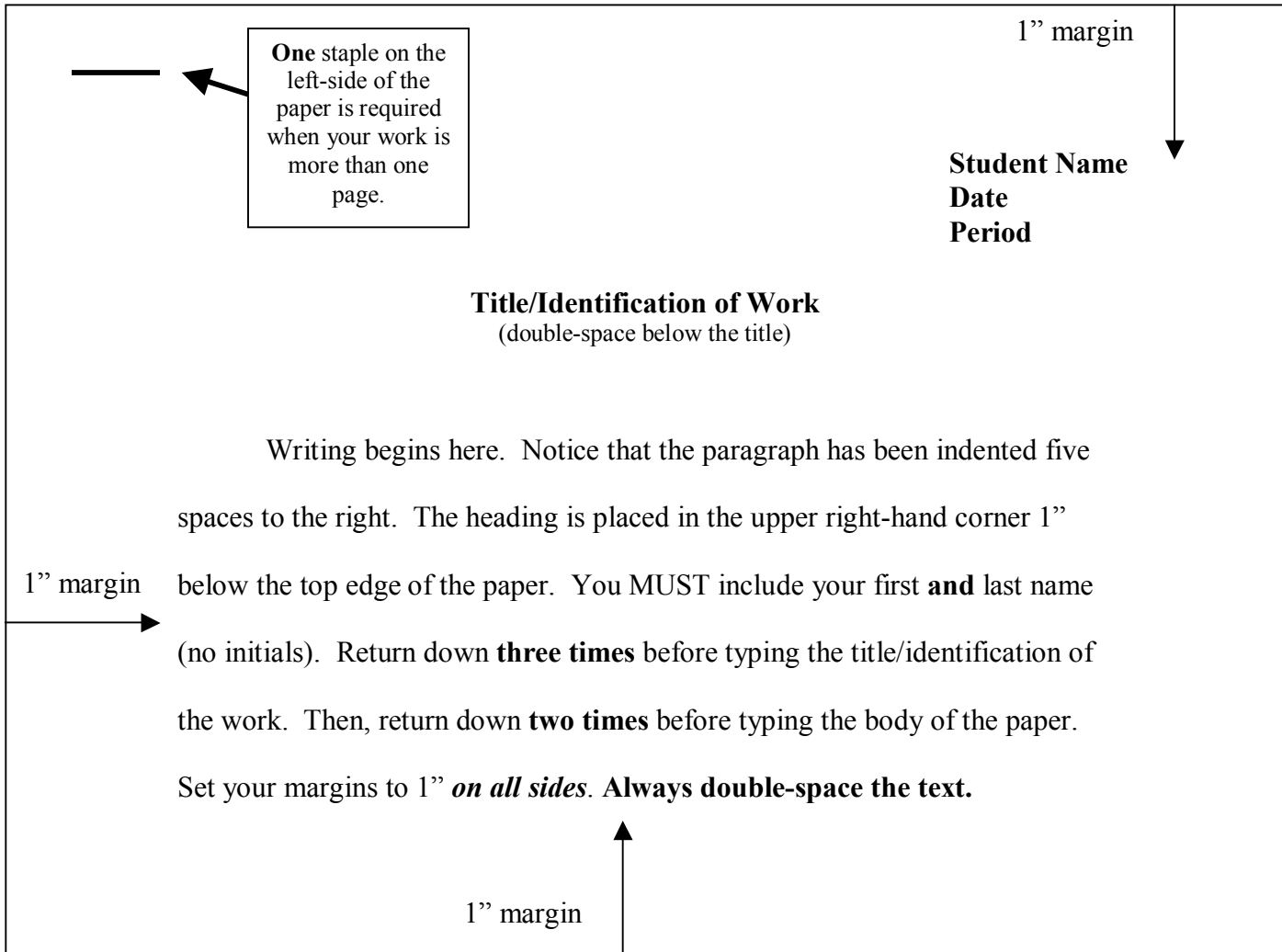


Yorba Linda Middle School

Minimum Standards for Typed Work

All student work should be submitted in the following format:



- Work should be submitted white 8 ½ x 11 inch unlined paper in 12-point **black** font. Text must **NOT** all be bold or in italics.
- Acceptable fonts include: **Tahoma**, **Comic Sans**, **Arial**, and **Times New Roman**. *The title may be in any font or color, as long as it is legible.*
- All work must be submitted in *complete sentences*, unless otherwise directed by the teacher.
- Remember to save your work on the computer or on a disk.
- ***Always do your best work. You will be asked to resubmit work that does not meet these minimum standards.***

Yorba Linda Middle School

Minimum Standards for Handwritten Work

All student work should be submitted in the following format:

1" margin 	1" margin 	Student Name Date Period	
Title/Identification of Work (leave one line below the title)			
Writing begins here. Notice that the paragraph has been indented five			
spaces to the right. The heading is placed in the upper right-hand corner above			
the lines. You MUST include your first and last name (no initials). The			
title/identification of work is placed on the first line of the paper. Place a 1"			
margin around your paper before you begin writing.			

Holes are always on the left side of the paper

- Work should be done in #2 pencil, dark blue, or black ink. Your teachers will tell you when they prefer that you use another color. These should be reserved for *special* assignments ONLY.
- Work should be submitted on white 8 ½ x 11 inch lined paper. College-ruled paper is best, although wide-ruled will be accepted.
- ***Clean edged paper is REQUIRED.*** Leave your spiral-bound paper in your notebooks! When removing notebook paper from your three-ring binder, please open the rings of the binder so that the holes in the paper are not torn.
- All work must be submitted in *complete sentences*, unless otherwise directed by the teacher.
- All work must be neat and legible. You will be asked to rewrite or word-process your work if it is illegible.
- ***Always do your best work. You will be asked to resubmit work that does not meet these minimum standards.***