

## Indian Ridge Middle School – Typing Rules

### **TYPING RULES: (For any work that is typed)**

**If you are turning in typed work, please follow these basic typing rules at all times:**

1. \*\*\*\*Always save your work in case something happens to the printed copy (don't erase anything until you get the grade... and even then, keep it saved somewhere.)
2. **You must double-space your work.** You must do this by setting the line spacing to 2.
3. Use only a 12-point font. Choose a simple font, such as Times New Roman. Do not use a font that is difficult to read.
4. Type your heading in the top right corner. (Right justify the heading)
5. Left justify the body of your essay/work. Center justify the title.
6. Type in lower case letters except to capitalize as you normally would. Do not type in a font that uses only capital letters.
7. Use the tab key or hit the spacebar five times to indent the beginning of each paragraph.
8. Type one space after a comma, or after a period used as an abbreviation.
9. Always type two spaces after a period or other punctuation at the end of a sentence.
10. Never hit the return key to end a line of typing unless it is a line in the heading or the last sentence of a paragraph.
11. Always use spell-check before you print your work, and re-read what you have typed. Spell-check does not catch every mistake.
12. Print all of your work in BLACK INK on standard WHITE copy paper.
13. Turn in a clean copy, free from errors.

### **Hand Written Final Draft Rules:**

**If you are turning in a hand written final draft of work, or if you are only completing 1 draft, follow these rules.**

1. Must be written in blue or black ink.
2. Write your heading in the top right corner of each page.
3. Write on the front side of each sheet of paper. Do not write on the back.
4. Must be single-spaced.
5. Do NOT skip lines in between paragraphs.
6. Indent paragraphs.
7. Always re-read what you have written and look for errors.
8. Turn in a clean copy, free from any errors.

## **Hand Written ROUGH Draft RULES:**

**If you are turning in a rough draft of a piece of writing, follow these rules.**

1. May be written in blue or black ink or in pencil.
2. Must be double-spaced (Write on every other line.)
3. Indent paragraphs.
4. May be written on the front and back of each sheet of paper.
5. Write your heading in the top right corner of each page.