

Manuscript Form

Pleasant Valley Junior High



Word-Processed Documents

Paper

- Standard 8.5 X 11"
- Plain white paper

Margins

- 1" top and bottom
- 1.25" left and right (standard settings)

Identification

- Write this information on four separate lines in the top left corner, **but not in the header**
 - Your first and last name
 - Teacher's name
 - Assignment (**not** the title of your piece)
 - Date the assignment is due
- **Pagination:** *Within the header* (right justified), write your last name (followed by a comma and a space) and then click the page number button.

Titles

- Centered, bold, 14 point
- Do not underline
- Do not use WordArt except for special situations

Font/Size/Color

- Select Comic Sans (11 pt.), Times New Roman (12 pt.), or Arial (12 pt.)
- Use upper and lower case letters throughout the document; this includes the title
- Do not use the caps lock
- Use black ink except for special circumstances

Text

- Left-justified, **double-spaced**
- Indent each new paragraph 0.5" using the tab key; do **not** use extra space between paragraphs

Appearance

- Neat, clean, uncrumpled
- Staple multiple pages together



Hand-Written Documents

Paper

- Use only loose-leaf notebook paper
- Do not use spiral-bound paper (no fringe)
- Write on one side only

Margins

- Top margin is white space at top of page
- 1" left and right
- **Do not write on the bottom line**

Identification

- Leaving a left margin, write this information on four separate lines within the top margin:
 - Your first and last name
 - Teacher's name
 - Assignment (**not** the title of your piece)
 - Date the assignment is due
- **Pagination:** Starting with page 2, write your last name and page number in the top right corner of each page

Titles

- Centered
- Do not underline
- Skip a line between the title and first paragraph

Font/Size/Color

- Print or use neat cursive writing
- Use upper and lower case letters throughout the document; this includes the title
- Write legibly
- Use **dark blue or black ink** (no metallic ink; no pencil)

Text

- Left-justified,* single-spaced
- Indent each new paragraph 0.5"
- No extra space between paragraphs

Appearance

- Neat, clean, uncrumpled
- Staple multiple pages together



Special Formatting Situations

Some assignments, such as poetry or dramatic scripts, may require special formatting; for example, poetry is often centered and sometimes uses other fonts and point sizes. Specific guidelines will be provided for these assignments.