**Basic Style Guide**

*Please observe these conventions when doing your writing assignments for this class. Violation of them will result in lost points.*

Your document margins should be 1.25". (A document header/footer belongs *within* this margin, not above or below it.)

Your assignments should be single-spaced.

Use block paragraphs: the first lines should not be indented, and the paragraphs should be separated from one another by one blank line.

Use 12-point font. Use a serifed font for text, though sans-serif is acceptable for headings and subheadings. Examples of serified fonts are Times, Times New Roman, Bodoni, and so on. This document is typed in Georgia, another serified font. The best known sans-serif font is Arial, which looks like this: This is Arial.

Do not justify your text on the right; let it remain ragged.

Do not leave single lines at the bottom or top of a page; re-paginate, if you must, in order to avoid them.

Put your last name and the page number in the header or footer, at the upper right corner or bottom right corner, of each page after the first. Do not put these things on the first page.