

Marquette Catholic High School

Writing Standards

2008/2009

Marquette educators will require students to adhere to the following writing standards:

Requirements:

1. All students will use the Modern Language Association (MLA) style manual for major writing assignments unless directed by the teacher to use another format.
2. All students will use a word processor for major writing assignments.
2. Any major writing assignment must have at its conclusion the following statement:

This is my own work.

Student's signature

Word processed assignments:

1. Use white typing or Xerox paper- Students must submit the original copy-- a Xeroxed copy is unacceptable.
2. Use fonts or letter types that are easy to read--similar to textbook print
3. Use print size 12
4. Use one inch margins all around and double space everything.
5. Use the MLA heading: four double-spaced lines at the left margin, listing

Last Name Page Number

student's name

teacher's name

class and period

date.

Title of Assignment

Handwritten assignments:

1. Use white loose-leaf paper (8 1/2 X 11 and standard width)
Unacceptable is paper torn from a spiral notebook or paper torn from a perforated topor side notebook and very narrow or wide-ruled paper.
2. Include four lines of information on every handwritten assignment- placed up off the top line: the student's first and last name, the teacher's name, subject\class period, and date.
3. Use black ink only.
4. **Exception:** A teacher may allow pencil for a particular assignment, but not for a major writing assignment.