

Checklist for “Google doc” assignments

1. **Heading** - name, date, period, on the right side of your paper, single space, size 12
2. **Title** - centered, bold, underlined, and large font (size 18)
3. **Text** - font size 12, (use Arial, Times or Cambria), indent paragraphs, not bold
4. **Double-spaced** - all final drafts should be double spaced
5. **Picture** - small and placed “in” text so the words go around it
6. **Spell check** - any words with red lines under them should be checked for spelling errors
7. **One page** - If you are printing out your assignment, ***try*** to make it no more than one page if possible