**Computer Format for Papers**

1. Rough Draft
	1. May be hand-written or typed
	2. Skip 1 line after every written line—same as if typing
	3. May write on both sides of paper
2. Final Draft
	1. MUST be typed on a computer
		1. Line spacing 2.0
		2. Font size 12
		3. Font style must be Times New Roman
		4. 1 inch margins on all sides
		5. Indent all paragraphs by skipping 1 line and then tabbing over once
	2. If it is typed at home your student may either use Gaggle to store the paper or turn in a hard copy at school on the date due.