**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.