


# How to Format Homework and Other Assignments

 *Keep this in a handy place so that you can refer to it when you tackle your homework!*

## Major essays

- MLA format (See sample on reverse side and SHHS Handbook.)
- **Must** be typed and double-spaced.

## Homework/ Journals

- Always write/type on a clean, separate sheet of paper.
- On first line, write your **name** and the **date**. (See sample below.)
- On the second line, **identify the assignment**. (See sample below.)
- ALL homework assignments & homework journals must be **proofread and spell checked**. (Points off for carelessness.)
- **All journals must be typed** unless otherwise instructed.
- **Typing is recommended for all other homework assignments**. Points will be deducted for illegibility.
- Keep all journal entries in the Journal Folder that I give to you.
- Keep all brainstorming work, outlines, & essay drafts in the Writing Folder I give to you

Homework/  
Journal  
format  
samples →

<u>Your name</u> _____ <u>9/17</u>
<u>Summer Reading: List of Pros and</u>
<u>Cons</u>
_____
_____
_____
_____
_____

<u>Your name</u> _____ <u>10/10</u>
<u>Journal: Is It Ever OK To Lie?</u>
_____
_____
_____
_____
_____
_____