**Published Writing - Typed Format**

* Microsoft Word
* 1 inch margins
* Font: Times New Roman
* Font Size: 12 or 14
* Double Spaced
* Put your title at the top, centered in the middle.
* For Titles, capitalize the first word, last word, and all other important words.
* Put your name under the title.

If you aren’t able to print, you can email your final copy for me at andichfr@qps.org or bring it in on a flashdrive!

* Put the date under your name.
* Skip 1 line.
* Indent and begin your first paragraph.

EXAMPLE:

|  |
| --- |
| Shark Alert!By: John SmithNovember 19, 2015 It never fails. You’re at the ocean, swimming in the surf, and someone pretends to be a shark. They sing ominous music and then lunge at you! Although sharks are feared by many people, in reality they are just predators striving to survive in their environment.  It was… |

* Indent for each new paragraph.
* Read through your finished piece before saving and printing.