**Checklist for Typed Work**

Use this as a checklist and mark off the items as you complete them.

* I used **spell-check**.
* My paper is **printed before class**. Class time will not be provided to print assignments.
* I made sure to edit, revise, and proofread my paper.

Formatting

* My paper is typed in **size 12** in **Times New Roman** or Arial font.
* The text is **left-aligned**.
* The margins are **1 inch**.
* The text is **double-spaced**.
* Single-spaced in the top right corner of the first page, I have typed
	+ My **name**
	+ The **class hour**
	+ The **prompt**(or a title)
* I inserted the page number in the lower right corner of each page.