

# MEMORANDUM

TO: Students of 21F.225/6  
FROM: Jane Dunphy  
SUBJECT: Guidelines for Formatting Written Assignments  
DATE: September 08, 2006

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This memo provides general guidelines to follow when completing writing assignments for the Advanced ESL Workshop in Scientific and Technical Writing.

## Copies

For peer review workshops, distribute copies of your assignment to your editing group members in advance. Be sure to print out your workshop papers well in advance. Long lines, and printer or photocopier problems are not acceptable excuses for late papers.

## Appearance

I expect hard copies of all documents submitted in class to follow these guidelines:

1. All short and long assignment should be word-processed on 8½ x 11" paper.
2. Use one side of the paper only; include page numbers.
3. Provide a title for all assignments.
4. Provide your name and email address in the upper right hand corner.
5. Clip (not staple) your papers together in the upper left corner.
6. Except in the case of the abstract, memos and job interview assignments, use 1.5 spacing between lines; double space between the title and the first line of text, and between a subheading and the following text.
7. Use a 1 to 1½ inch margin on the sides; use slightly larger margins on top and bottom. All text within a paragraph should extend all the way to the right margin except for the last sentence.
8. Indent each paragraph (approximately four spaces).

## Punctuation

Be sure that you use punctuation accurately. For a quick review of common problem areas, read the following:

1. Leave two spaces after periods, question marks, exclamation marks and colons.
2. Leave one space after commas and semicolons.
3. Make a dash by using two hyphens--with no space before or after.
4. Never begin a line with any form of punctuation except quotation marks or a dash.
5. Include periods and commas within question marks.