

# NCHS WRITING RULES

- \* **SPELLING**
- \* **FORMAL PAPERS MUST BE TYPED**
- \* **CAPITALIZATION AND PUNCTUATION**
- \* **TIMES NEW ROMAN & 12 PT FONT**
- \* **CONSISTENT HEADING**
  - **NAME**
  - **TEACHER (MR./Ms. TEACHER)**
  - **CLASS**
  - **4 NOVEMBER 2025**
- \* **DOUBLE SPACED**
- \* **COMPLETE SENTENCES**  
**(FRAGMENTS, RUN-ONS)**
- \* **MARGIN 1 INCH ON ALL SIDES**

## LET'S WRITE!

THESE WRITING RULES APPLY TO ALL CLASSES AT NCHS