

# PROPER PAPER HEADINGS

## *HOW to:*

### Heading

1. First and last name
2. Date
3. Subject
4. Page number, if needed

### Organized

1. Front side of paper
2. On the left
3. Leave top line blank
4. Leave bottom line blank

### Written Neatly

1. Write on the lines
2. Cross out or erase neatly
3. Write from red line on left to red line on right

## Handwritten version:

Michael Smith 7-8  
12/9/2010  
Science  
Pg. 26 *(only if needed)*

*Skip this line before writing.*

## Typed version:

Michael Smith 7-8

12/9/2010

Science

Pg. 26 *(only if needed)*

1. Start typing after skipping one line.