Centered Title

("Fancy" Font, Larger Size OK)

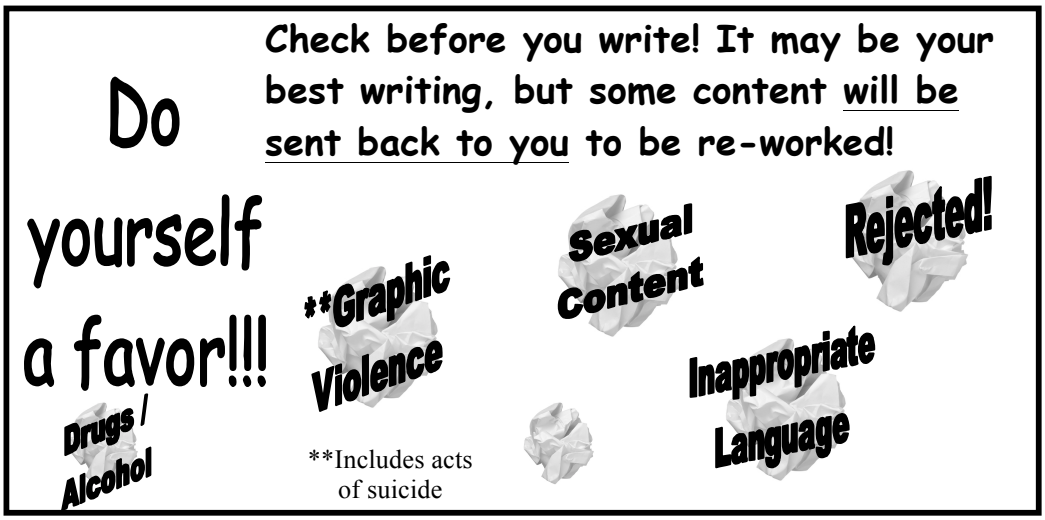
Text:

"plain" font, such as Times New Roman ("serif" fonts are easier to read—the ones with little feet on the letters—like this!)
minimum 12 point size
indent paragraphs

double space between paragraphs if desired (makes it look nicer and easier to read).

margins minimum of 1 inch, all four sides (check against the lines on this sample)
clip-art OK (print at highest resolution possible for good reproduction
hand drawing OK if done in blue or black ink ONLY—NO colors, markers, etc.
Art is especially good if your piece of writing is short, but do not, just for the sake of filling up the page, include an overabundance of art—looks cluttered!

Important! All entries must be sent as an electronic file either by CD or email. File format: 1st preference – MS Word; 2nd – rtf (rich text format)



When in doubt, ask your teacher!

At end of text, or lower left or right corner:
Name
School Name
Grade