



## ***Guidelines for*** **Writing a Heading**

**Make sure when you are Writing a Heading, you:**

- ✓ **Position the holes on the left side of the page if you are using notebook paper.**
- ✓ **Write your name on the first line on the right side of the page.**
- ✓ **Write the date on the next line down.**
- ✓ **Skip a line and then write your title in the center of the page.**
- ✓ **Underline your title.**
- ✓ **Put a circled page number on the bottom center of the page if your writing is more than one page.**

***Not following these guidelines may result in losing points on your assignment.***