

# HOW

Archer, A., & Gleason, M. (1989). Skills for school success. Billerica, MA: Curriculum Associates.

This writing strategy is designed to help students complete neat, well-organized papers that include a heading. This strategy is part of a larger strategy intended to help students complete assignments accurately and on time.

## How Should Your Papers Look?

### Heading

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

### Organized

1. On the front side of the paper
2. Left margin
3. Right margin
4. At least one blank line at the top
5. Good spacing

### Written neatly

1. Words and numbers on the lines
2. Words and numbers written neatly
3. Neat erasing or crossing out