

Writing Guidelines for Health and PE Classes

For all typed assignments, make sure to use the following guidelines:

Formatting

Font:

- Font size must be 12 and must be either Arial or Times New Roman.
- Font color should be black. If you must use a color it must be dark blue.

Margins:

Margins must be one inch on all sides. Please note that most word programs are preset to 1-¼ inches.

Spacing:

All papers must be double spaced with no additional lines between paragraphs.

Submitting

When submitting a typed assignment make sure:

- **to run spell and grammar check!**
- that it is stapled (unless directed otherwise by your professor).
- that it has a separate title page. This title page, which does not count in the page length, must have the following information:
 - assignment/paper title
 - class number, day and time
 - student's name
 - professor's name
- you have cited any sources that you have used using APA citations. Citations must be both within the text of the assignment, and included in a separate citation page. The citation page at the end of the paper will not count towards the paper's page length.

For information on citing within the assignment, please refer to:

<http://owl.english.purdue.edu/owl/resource/560/02/>

For information on APA citation style, please refer to:

http://liu.cwp.libguides.com/sb.php?subject_id=13235