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
  - student’s name
  - class number, day and time
  - 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: