

Communication 1600 Format

Name

Date

Assignment (Description, e.g., Hometown)

Slug (Short title of story, e.g., Bannion Award)

For body copy, indent all paragraphs and double-space all copy. Avoid breaking paragraphs across pages. As a rule, paragraphs should be *very short* (rarely more than three sentences; often only one or two sentences).

Copy should be justified left. If you have more than one page, annotate “more” centered at the bottom of each page. The top of each continued page should list your name, slug and 2-2-2 (or whatever page you are on).

Each story should contain a clear end mark. You may chose either: **-30-** or **###** (centered at the bottom of the page). I have placed such an end mark properly at the end of this example. Note: improperly formatted papers are docked five points, which is enough to drop you one-third grade.