

How Mr. Smith wants assignments to be formatted:

1. Unless told otherwise, each written assignment needs to be word-processed with one inch margins on all sides, 1.5-line spacing, size 10-12 font, with your name and the assignment title on the top right side of the header, 0.3 inches from the top of the page, 8 point Verdana font (see example above). Put parenthetical citations in the body of your paper, and at the end of the paper list your sources alphabetically under the heading "Literature Cited." Use APA format for both parenthetical citations and the Literature Cited section.

(Visit <http://citationmachine.net/index2.php?reqstyleid=2&newstyle=2&stylebox=2> to put your sources into APA format, or use the built-in function in Word.)

2. Any document that is to be emailed to Mr. Smith instead of being printed out and turned in as a hard copy **MUST** be attached to the email, and should be saved using the following format:

ACR-AssignmentName(xxx).doc, or .docx, or .pdf (where "xxx" are your initials)

- You will be given the assignment title you should use when you are given the assignment.
- If you are using a word processor other than MS Word, then you **must** save your file as either a .doc or .docx file (preferable) or as a .pdf file before you email it.

3. Emailed files should be sent to: **ssmith@rvgs.k12.va.us** and should have the **title of the assignment** in the subject line.
4. Anything you obtain from a website should be referenced with the URL copied and pasted into the document in which you are including the information and/or image(s). It might be placed at the end of the document or within it, depending on the kind of assignment (see #1 above).

What you need for class:

1. You need a three-ring binder. It doesn't have to be a big one, but there will be quite a few handouts so you need something in which to keep them.
2. An RVGS lab book. You will need a new one, even if you plan on continuing your project from a previous year. (This can be put off until next September, unless you will be starting your experimental work prior to that time.)