

First & Last Name

Teacher's Name

Subject Name

Date (Day Month Year)

Title (ALWAYS include Apex Assignment Number)

Never skip writing assignments. All papers must be submitted in MLA Format. MLA stands for Modern Language Association and it is the format that most colleges use. MLA guidelines require that all papers use one inch margins and be double-spaced using *Times New Roman* in 12 font. The "HEADING" contains the following: Student Name, Teacher Name, Class Name, and Date (written with day first). The "HEADER" is outside the margin with a half-inch drop and it only displays the Student's Last Name and page number on every page. Study how this instructional sample looks and then make sure that ALL your papers look the same. Please refer to <https://owl.english.purdue.edu/owl/resource/747/01/> for complete MLA details.

To SUBMIT papers, go to your DASHBOARD. Click on the PLUS (+) sign. Select SUBMIT homework. Use the dropdown boxes to select Teacher, Class, Assignment number. Finally, select BROWSE and load your MLA formatted WORD document and click send. Your Appendix has detailed instructions under "How Do I Submit Homework/Writing Assignments."

When writing about literature, please adhere to the suggestions provided below and in APEX. Always, read the prompt several times. Always review the rubric and checklist provided by APEX and make sure you FULLY answer the prompt:

1. Include the author and title in the opening.
2. Make an assertion (claim) based on the prompt.
3. ALWAYS provide "textual" evidence.
4. ALWAYS provide advanced commentary (your explanation).
5. Repeat numbers 3 and 4 as required.
6. Include a closing without being repetitive.

By following the above, the chances of earning a higher grade increases significantly.