



The H.O.W. (Heading, Organization, Writing)

*Guide to Neat Papers**



Student Directions: Check your written work. Does it follow these guidelines?

Is the **heading** of the paper complete? Did I write:

- my first and last name?
- today's date?
- the school subject?
- the page number (if required)?

Is the paper **organized**, as shown by:

- my writing on the front side of the paper only?
- neat and even left and right margins?
- proper use of spacing?

Did I write **neatly**? Are:

- my words and numbers written on the lines?
- my word and numbers carefully and neatly written?
- all erased or crossed out words done neatly?

*Adapted from Gleason, M.M., Colvin, G., & Archer, A.L. (1991). Interventions for improving study skills. In G. Stoner, M.R. Shinn, & H.M. Walker (Eds.) *Interventions for achievement and behavior problems*. National Association of School Psychologists: Silver Springs, MD.

