Submission

Hard copy- hard copies preferred. If you can bring me a hard copy, please do!

Email- if you are absolutely unable to print a copy of your personal narrative, you may email it to me as an attachment at [jchambe3@houstonisd.org](mailto:jchambe3@houstonisd.org)

(No other assignments are accepted through email).

In the subject of your email, put “Firstname Lastname Personal Narrative”

Save your file as a word document titled firstnamelastnamepn

Essays must be received by 3:45 pm on the day they are due or they will be considered late. No other assignments are accepted through email.

For example:

Subject: Jennifer Chambers Personal Narrative

File name: jenniferchamberspn.doc

Formatting

* Name and period number should be right aligned in the top right hand corner
* Title (your own title) should be center aligned
* The rest of your essay should be left aligned
* Have a tab at the start of new paragraphs
* No extra lines between paragraphs
* Essays must be double spaced