

Journal Formatting Guidelines

- 1.) Journals must be written in a composition book (NO SPIRAL NOTEBOOKS). Use a composition book that has at least 100 sheets/200 pages, to make sure that you have enough pages for all of the journals (approximately 80 journals).
- 2.) Do not rip any pages out of the comp book, and do not use the comp book for anything but journals.
- 3.) Each journal must start on a new page, but you may decide if you want to write on the back of the journal pages (2-sided).
- 4.) Write the journal number and the entire topic, starting on the top line. Use as many lines as needed. (Example: #12—Free Write)
- 5.) Skip a line between the topic and your response.
- 6.) Write your journal, making sure you meet the minimum word count. The required word count for my class is 50 words first semester and 100 words second semester (starts in January).
- 7.) There is **absolutely no talking** during the journal time. If you are off task, regardless of the reason (talking, whispering, laughing, distracting others, forgot journal book or pen, etc.), you will not receive your points for the journal or your daily participation points.
- 8.) Count the words in your response (do NOT include the topic in the word count). Count carefully because **misrepresenting word counts is considered academic dishonesty** and results in a zero for **all** journals in the grading period, as well as the appropriate disciplinary action.
- 9.) Write down the word count at the **end** of your journal and circle it so that it is easy to see.
- 10.) Journals are graded on a credit/no credit basis unless otherwise informed. A journal must be formatted correctly, demonstrate proper use of English conventions, and consist of at least the minimum word count in order to receive credit.
- 11.) Journals will be **collected randomly, and unannounced** to ensure that students are using class time effectively. Students must bring their journal books to class **every day**, no exceptions.

Types of Journals:

- 1. Free Write**—Choose any topic you want to write about, as long as it is appropriate for school. You may choose to write a poem or a song as long as you meet the minimum word count. It is expected that you write a grade-level appropriate response. You will not receive credit for random words/phrases.
- 2. Thought Provoking Questions**—There are not “correct” answers to any of these questions. They are opinion-based and intended to get your brain thinking, analyzing, and critiquing.
- 3. Quotations/Media**—Start by writing what you think the quote (or speaker, in a video clip) means—try to determine what the message is that the author wanted you to take away. Then, discuss whether you agree or disagree with the ideas presented, and why you feel that way. You should also address how the quotation/video applies to life in general, and especially how it applies to your life specifically.
- 4. Short Story**—Begin writing a short story about any topic (as long as it is appropriate) and continue that story each time you see “Short Story” as the journal topic. In the fourth quarter, you will type out your short story (minimum of 2 pages in MLA) and submit it as a creative writing piece. The story that you submit must be written, in its entirety, in the composition book, so it is important to choose a plot early in the year, and stick with that plot, to ensure that your story meets the length requirement. If you finish one story, then start a new one. Just be sure that you have at least one story long enough to meet the 2-page requirement (typed & double spaced). Short stories should have vivid characters, setting, and all elements of the plot, regardless if they are true or fiction.