Flash Fiction Final Draft Submission Instructions (Due 11/20/15)

**A final copy of your story should be submitted to Turnitin.com to the *Flash Fiction Final Draft* assignment according to the following instructions:**

* + ***Times New Roman 12pt*** font and ***single-spacing*** for everything, including the title.
  + The entire document should be ***Single Spaced***. If you are unsure of how to do this, please see the screencasts entitled [***Single-Spacing Your Document in MS Word***](http://8gtaela.weebly.com/flash-fiction-revising-screencasts.html) or [***Single-Spacing Your Document in Google Drive***](http://8gtaela.weebly.com/flash-fiction-revising-screencasts.html).
  + All extra blank pages deleted from the end of the document. Just click behind the last word in your document and hold down the ***Delete*** key until the blank page(s) disappears.
  + Choose the ***Single File Upload*** option in the dropdown box for Submission Method.

**WARNING:** You **CANNOT** use the direct upload from Google Drive button to upload to [www.turnitin.com](http://www.turnitin.com) because the comments won’t show. You can create your document in Google Drive but you MUST **download it as a Word document** from Drive before submitting. If you are unsure of how to do this, see the screencast posted on the Recent Classroom Documents page entitled [***Downloading Your Google Drive Document as an MS Word Document***](http://8gtaela.weebly.com/flash-fiction-revising-screencasts.html)***.***

**NOTE: Even if you have an Apple computer, you can download from drive as a Word doc and upload to** [**www.turnitin.com**](http://www.turnitin.com)**. The file will upload fine, you just won’t be able to open the file you downloaded.**

* + Enter the title of your story as the ***Submission Title***.

**Page Setup Instructions (see visual example below as well):**

* + Type your First Name Last Name in the top left corner of the document.
  + Hit the ***Enter*** key twice.
  + Type a centered title. This title should be unique and add meaning to your story. Remember to capitalize it appropriately.
  + Hit the ***Enter*** key twice.
  + Hit the ***Tab*** key once to indent your first paragraph and begin typing your story. Remember to use paragraphs throughout the story as needed, indenting each one using the ***Tab*** key.
  + Use MS Word or Google Drive Comments to mark where and how you tried to address teacher feedback from your revised draft. If it is a large section, just mark the first line or few lines and explain what you did. Make sure to provide a clear, specific explanation of the intended impact on the story.