

RULES FOR SKETCHING A BIOLOGICAL DIAGRAM

1. Use white unlined paper
2. Print your first and last name, class and period, and date in the upper right-hand corner.
3. Always draw in pencil.
 - Begin drawing lightly, in case you have to erase.
 - Try to erase as little as possible and erase completely.
 - Use colored pencils to make complex drawings easier to read.
4. Always print.
5. Leave at least a 2.5 cm (1 inch) margin on all four sides of the paper.
6. Always *title* your drawing using *all capital letters*. Center the title above your sketch.
7. Center your drawing on the paper. [Don't forget to leave room for your labels.]
8. Always *use a ruler to label the parts* of your sketch.
9. Do not underline your labels.
10. Take care to **keep the words horizontal**; however, the label lines do not need to be kept horizontal.
11. Never allow two label lines to cross.
12. Place one end of the label line directly on the object you are labeling and the other end at the start of the word. **Do not use an arrow.**
13. Use the singular form of a word when pointing to a single object or part.
14. Capitalize the first letter of the genus (or first word) of a scientific name when using the scientific name of an organism in places other than the title.
 - The species (or second word) of a scientific name should never be capitalized. - For example, *Canis familiaris* is the scientific name for a dog.
 - You should also remember that, unless you are typing and can italicize it, the scientific name should always be underlined.