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Professor Rodriguez

English 1302 C01

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Title (centered)

The text of the essay begins here. It uses Times New Roman font size 12. Each new paragraph begins with a ½” indention, which usually can be achieved by pressing “Tab.” The margins of this paper are set at 1” on all sides. Since this is not always the default setting, be sure to check and format the margins accordingly. While the title is centered, the body of the essay is left aligned (not justified). This means the letters will appear to make a neat vertical line down the left side of the text. Also, notice that only one space is used after the end of each sentence. Two spaces used to be standard, but modern essays commonly use only one.

At the top right of every page (including the first page), the student’s last name and page number should appear in the header zone. Select “Insert” and “Page Number,” then type your last name and a space to the left of the number. The header text should be the same font and size as the rest of the paper. The title block begins in the regular text area at the upper left corner of the first page. It begins with the student’s full name, then follows with the professor’s name, the course information, and the date. Be sure to note the date format. No extra spaces should appear above or below the title or between paragraphs.

According to MLA’s current standards, the titles of books and longer works such as *The Scarlet Letter* will now be italicized, never underlined. Shorter works such as articles, names of poems, and song titles like “Somewhere Over the Rainbow” should be in quotation marks. In-text citations, or credit given to sources inside the paper, work the same way as before. When

borrowing from a source, such as Martin Luther King's "Letter from Birmingham Jail," always end the borrowed material by citing the author's last name and page number in parentheses (King 96). Notice how no extra marks, commas, spaces, or letters appear in the citation. Quoting is one way to borrow, as illustrated in King's 1963 statement: "Injustice anywhere is a threat to justice everywhere" (King 11). A quote uses "quotation marks" and serves as a promise to the reader that you have reprinted the words *exactly* as they appeared in the original. If you omit any portion of the quote, use an ellipsis ... to show the reader you have removed something.

Notice how the quotation marks wrap only around King's exact words, but the punctuation mark – the period – goes *after* the parentheses. This source, borrowed from King, will appear on the Works Cited page. Every time you borrow from a source, even if you paraphrase in your own words, you must give credit to the author by citing in parentheses. This shows the reader which words and ideas are your own and which are borrowed. If you fail to do so, you may have plagiarized. You should always review your citations to make sure they are clear.

The Works Cited page should come at the end of your paper. It should be part of the same document and should, like every other page, include your last name and page number at the top. To insert a new blank page, choose "Insert" and "Page Break" in your word processor. On the new page, type "Works Cited" at the top and center the text. Press "Enter" and left-align the new text. Format the entries with hanging indents by selecting "Format," "Paragraph," and, under "Indents," "Hanging." As you type the entries, each will begin at the left margin; as it drops to a new line, each subsequent line will be indented ½". Finally, make sure you alphabetize the entries by the author's last name, or by the first significant word in the title if no author is known.

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\* If this were a real Works Cited page, every source listed here would correspond directly with at least one parenthetical ( ) entry in the paper. However, a variety of source types are listed here as samples for convenience.

1.6.1 Underlined or Italicised titles Underline (if handwritten) or italicise (if typed) the titles of the following: books, plays, anthologies of short stories or poems, long book-length poems, pamphlets, journals, films, paintings, albums etc. For example: The Great Gatsby; *A Midsummer Night's Dream*; The World's Greatest Short Stories, *Productions of Time*, *Paradise Lost*; Your Guide to Your New Motorola; *Journal of Renaissance Studies*; *Alien II*; *The Scream*; *The Dark Side of the Moon*. Page | 3 N.B. Capitals are used for all important words in a title. The test for underlining or italicising a t...