

Your Name

Instructor Name

Class

1 Month 2012

### The Title of Your Essay

Each of your essays should be typed in the format you see on this page. Essays should meet the required page length of each assignment. A separate title page is unnecessary. Your paper must be double-spaced throughout; do not quadruple space the title from the text, and do not quadruple space between paragraphs. The heading is to be placed at the left margin of the first page only. In the heading, type your first and last name, in that order; do not invert your first and last name, and do not use a comma to separate your first and last name. At the right margin of each page, type your last name 1/2 inch from the top of the page, followed by the page number, just as you see above. If you are using Microsoft Word, use the Header command to complete this step.

Center the title of your essay. Your title should not be placed within “quotations,” and you shouldn’t use boldfaced, underlined, nor italicized type in your title. When including the title of a book in the body of your essay, however, be sure to italicize *The Book's Title*. Allow 1-inch margins on all sides. Do not justify text at the right margin. Use 12-point font; most scholarly papers are printed using Courier or Times New Roman fonts. This page is written in Times New Roman, which is also the typeface we will be using in this class.

Indent each paragraph 1/2 inch from the margin just as you see here. After each sentence, allow only one space after a period before beginning your next sentence. If you quote more than four lines from a source,

then you must indent the entire quoted text ten spaces, or one inch from the left margin, just as you see here; the right margin should be left at one inch. Do not place such text in "quotations," and note the proper punctuation and citation that immediately follows this blocked text. (Student 5)

In "The Title of Your Essay," Student states that "you should place in quotations the title of an article" as well as "any words or phrases" that you borrow from the author, and cite the page number from our text, exactly as you see here; unless the author's name appears in the sentence—as it does here—credit the author by placing the author's name and the page number in parentheses, followed by the period at the end of the sentence (2). To repeat, if you quote an author's exact words anywhere in your essay, "those words must be placed in quotation marks" (Student 2). Summarized text does not need to be placed in quotes, but the author must still be credited (Student 2). "Avoid isolated quotes" (Student 2). Instead, incorporate what others say into your own sentences, as illustrated in this paragraph.

Following the last page of your essay, you must include a works cited page that lists all of your sources in alphabetical order by author's last name. Any source you use in your essay (whether paraphrased, summarized, or quoted directly) must also appear in your works cited page. No source should appear in your works cited page that you have not actually used and cited in your essay. See pages 787-794 for a sample paper in MLA format with a works cited page.

Works Cited

Last Name, First Name. "Article Title." *Periodical Title*. Volume Number.Issue Number (Date):

Page Numbers. Print.

Last Name, First Name. *Book Title*. Publisher's City: Publisher's Name, Year of Publication.

Print.

Last Name, First Name. "Title of Document." *Title of Site*. Sponsor of Site, Date of Publication.

Web. Date of Access.