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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.

Works Cited

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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.

• MLA no longer requires underlining. Titles, such as book and periodical titles, are now italicized rather than underlined. • All entries in a Works Cited list, whether they are print or electronic, must now include the medium in which they have been published (Print, Web, DVD, Television, etc.). • URLs are no longer required in most citations. Due to the changeable nature of URLs, MLA recommends that writers only include a web address if the audience is unlikely to find the source otherwise OR if your instructor requires it. • Many sources do not have a date, publisher or pagination. MLA adv According to the statues we found, young women were beautifully dressed, like today s girls, said archaeologist Julka KuzmanoviÄ-CvetkoviÄ. The unnamed tribe of people lived between,400 and 4,700 BC in the 120-hectare site at what is now Plocnik in Serbia. Various things found at the site show us that they knew about trade, art, and how to sew. They celebrated beauty and produced 0 different forms of wonderful pottery and statues. (4) Women, it seems, have always paid attention to their appearance. Little is known about the life of the people known as the Vinca who made the statues. The Vinc Do We Need to Underline or Italicize Book Titles in an Essay? This is one of the frequently asked questions, and to be honest, it can be quite confusing. However, the answer is yes; we do. This is essential since it allows you to stick to the rules of various referencing styles such as APA, MLA, and Chicago. According to the Modern Language Association and Chicago Manual of Style names of books, among other longer works such as newspapers should be in italic. On the other end, APAâ€™s Publication Manual suggests that you use quotation marks with the exceptions of Bible and reference materials su...