

For all writing in this class:

- Use ONLY Arial 11 point font OR Times New Roman 12 point font

MLA formatting:

To create a **header** which will be on each page:

1. Click on INSERT and find HEADER in the drop-down menu
 - a. Click on HEADER
 - i. Hit ENTER one time
 1. TAB over to the right-hand corner
 - a. Type in your LAST NAME
 - b. TAB again
 - i. Click on INSERT and find PAGE NUMBER in the drop-down menu
 1. Click on PAGE NUMBER until TOP OF PAGE appears
 - a. Click on TOP OF PAGE and consecutive page numbers will appear on every page of document
2. Move cursor to body of page to get out of header

To create first page of your paper

3. In the upper left-hand corner of the first page
 - a. list your name - First and Last
 - b. your instructor's name - Ms. Cassetty
 - c. the course and - English ____
 - d. the due date: day / month / year

To create and write your title

4. Create an original title - not the name of an article or book
5. Center the title by using the 'center align' button
6. Do not underline, italicize, or place your title in quotation marks; capitalize as needed but do NOT write it in all capital letters (EX: The Good, the Bad, and the Ugly)
7. Do not skip lines between title and beginning of paper

Additional information

8. Indent each paragraph
9. Do not skip lines between paragraphs
10. In text citations = (Author page)

EX: "The town used 512 gallons of water in 2014" (Smith 14).

Want to see a sample paper?
Go to the website for the Online
Writing Lab (OWL) at Purdue
University
https://owl.english.purdue.edu/media/pdf/20090701095636_747.pdf

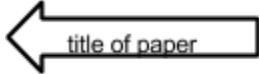
John Surname

Ms. Cassetty

English 9, Period 3

10 September 2014

Using Literature to Teach Moral Lessons

title of paperindent

Most children learn how to treat others by interacting with adults and attending school. In the book *To Kill a Mockingbird* by Harper Lee, Scout learns about racism, prejudice and the golden rule from....

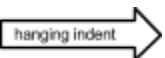
To create a Works Cited page

1. The Works Cited page is the last page of your paper.
2. It is on a separate page but still has the same header.
3. The title of the page - Works Cited - should be centered using the 'center align' button
 - a. Do not underline, italicize, or place your title in quotation marks.
4. Double space entries but do NOT skip lines between entries.
5. Each entry should be in the format of a 'hanging indent.'
6. To create a 'hanging indent' hit ENTER at the end of the first line
 - a. then TAB (as you do for an indent) for remaining lines of entry.
7. Entries should be listed alphabetically by the first word in the entry.
8. The first word in the entry should match what is given in your in-text citation so that readers can identify the source easily.

EXAMPLE:

Works Cited

Cory, Scandy. "Society Lost Without a Moral Compass to Kill a Mockingbird by Cory Scandy."

hanging indent

StudyMode. 2 Oct. 2012. Web. 8 Dec. 2014. <<http://www.studymode.com/189.html>>.

Lee, Harper. *To Kill a Mockingbird*. Warner Books ed. New York: Warner, 1982. Print.