First M. Lastname

Instructor Name

English XXX/XXXX

XX Month XXXX

This Is Your Title

This document has been saved as a “template” in Microsoft *Word*. This means that you can use it when you type essays for this class. Simply open it; the first time you “save,” you will be prompted to give your document another title. I suggest you use a descriptive title such as “English 122/3,” one that you will recognize easily. Then highlight material that you want to change (heading, title, text, etc.) and type away. This document is formatted precisely according to MLA conventions. If you use it and don’t change spacing, font, etc., your document will satisfy all demands of this class. Following you will find further details about format.

Here’s how to set your header, the stuff that appears in the upper right-hand corner of every page, your last name and the page number. In the “View” menu select “ Header and Footer.” Highlight the word “Lastname” that appears there and replace it with yours. Type it in upper- and lower-case (not all capitals). If you are creating a header from scratch, be sure to use the same font and size that you use everywhere else in your essay (eleven-point Times Roman); be sure, too, to right-align the text. Follow your name with a space, and then click the “#” symbol in the dialogue box below the header entry (this will create automatic page numbering). As you can see here, the header should be set one-half inch from the top of the page, and it should be one-half inch deep (from top to bottom), so that there is a one-inch margin between the top of the page and the top of your regular text.

Use one-inch margins on all four sides of your text, top and bottom, right and left.

The heading—the stuff above the title and containing your name, mine, the course title and section number, and the due-date—appears only on the first page of your essay. Double-space it. Simply highlight line-by-line what you see here and replace it with your information. Do not skip a line between your heading and your title.

Never skip lines, from the top of your document to the bottom.

Center-align your title, and type it in upper and lower case, not in all capital letters. Do not use boldface, italics, larger type, quotation marks (unless you are actually quoting somebody’s words or giving the title of a short story, poem, article, or other short piece of writing), etc. Capitalize every word of your title except for conjunctions (the “FAN BOYS” and subordinators), articles (“a,” “an,” and “the”), and prepositions longer than five characters (thus “of” is not capitalized, while “Between” is). Note that some important small words are capitalized, verbs such as “Is” and the “To” in infinitive verb-forms, but not the “to” which is a preposition. (Like this: O’Connor’s Attempt **T**o Define **t**he Difference **B**etween the Journey **t**o God **a**nd Secular Motivations.) Do not skip a line between your title and the rest of your essay.

Do not skip lines between paragraphs. Paragraph breaks are indicated with indents. Indent the first line of every paragraph one-half inch. Do not use spaces or tabs to create paragraph indents. Instead, set indents by going to the “Format” menu and selecting “Paragraphs.” In the “Indentation” section, under “Special,” select “First line”; the default setting is the correct one, one-half inch. (By using indentation settings you will not need to worry about removing tabs or spaces when you change paragraph breaks. New indents will be created automatically any time you type a carriage return.)

Use eleven-point type throughout your document, including your header, heading, and title. Use a standard serif-Roman face—such as the one you see here, Times Roman. “Serif” refers to the tiny lines at the top and bottom of the vertical strokes of all characters. (**Times** is a serif face, while **Helvetica** is not.) “Roman” means not italic (*like this*) and not boldface (**like this**). Do not use boldface anywhere, even for your title, and never use italics for decorative purposes: Italics are reserved for emphasis and for titles of longer works (books, periodicals, plays, movies, software applications, etc.). You may use italics and underlining (like this) interchangeably; they mean the same thing.

Double-space your document from top to bottom, including your heading, your title, and block quotations. Like indents, set line-spacing by going to the “Format” menu and selecting “Paragraphs.” In the “Spacing” section, under “Line Spacing” select “Double.”

This is a block quotation. Use this format whenever you quote directly material that runs four lines or more. Indent everything one inch from the left margin (use the “Format”/“Paragraph”/“Indentation” settings), but do not set a right indent. Do not skip a line before or after the block quotation, and do not use quotation marks (the indentation is the equivalent of quotation marks). Incidentally, parenthetical citations for block quotations, unlike the ones in the rest of your text, are placed outside the final period of the last sentence.

More details about the text of your essay are explained in graphic detail on a page in our class Web-site. Go to <http://www.cuyamaca.net/tpagaard/Generic/MLAFormat.pdf> (see page one).

On the following page you will see what your bibliography should look like. According to MLA convention it is entitled “Works Cited,” and it should begin a new page.

Works Cited

This is a representative entry in your bibliography. First, notice that the words “Works Cited” appear at the top of the page. The format is precisely the same as that of the title of your essay: Center-align it; do not use boldface, italics, quotation marks, all capitals, larger type, etc.; and do not skip lines after the words “Works Cited.”

Notice that page-numbering continues from the text of your essay. The header that appears on every page of your essay (your last name and the page number) should also appear on the pages of your bibliography.

As with everything else in your essay, double-space entries on your “Works Cited” page, and do not skip lines between them or between entries and their annotations.

Indent entries exactly opposite the way you indent paragraphs in the text of your essay. The first line of every entry should run to the left-hand margin, and all other lines should be indented one-half inch. Go to the “Format” menu and select “Paragraphs.” In the “Indentation” section, under “Special,” select “Hanging”; as with paragraph indents, the default setting is the correct one, one-half inch. Again, set hanging indents automatically and do not use spaces or tabs.

This is an annotation. The only exception to the hanging-indent rule for everything else in your bibliography is the indentation of your annotations. Indent these one-half inch in their entirety (aligning them vertically with the hanging indents of the other paragraphs). Then indent the first line of the annotation another one-half inch. Make your annotations between seventy-five and one hundred words. For content details, see the third page of the “MLA format” page in our Web-site, [<http://www.cuyamaca.net/tpagaard/Generic/MLAFormat.pdf>](http://www.cuyamaca.net/tpagaard/English120Site/WebPages/MLAFormat.pdf).

Consult the *MLA Handbook* for format details about different types of entries. Another resource is  [http://webster.commnet.edu/mla/index.shtml](http://webster.commnet.edu/mla.htm). In the index frame running down the left-hand side of the site click the type of source you want to document. You will be shown precisely how to format your “Works-Cited” entry.

More details about your “Works Cited” page are explained in graphic detail on a page in our class Web-site. Go to [<http://www.cuyamaca.net/tpagaard/Generic/MLAFormat.pdf>](http://www.cuyamaca.net/tpagaard/English120Site/WebPages/MLAFormat.pdf) (see pages two and three).