

First Name Last Name

Teacher's Name, Block #

1 January 2006 (date in this format)

Title Centered and Without Underlines, Italics or Bold Typeface

Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper, double-space the text of your paper, and use size 12 Times New Roman font. Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor). Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph a ½ inch (five spaces or press tab once) from the left margin.

Do not make a title page for your paper unless specifically requested. In the upper left-hand corner of the first page, list your name, your instructor's name, the block, and the date. Again, be sure to use double-spaced text.

On the next line, center the title. **DO NOT underline your title, put it in quotation marks, use bold letters, or WRITE IN ALL CAPS.** The title should look just like the rest of your paper. Only the important words in the title should be capitalized.

Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow their guidelines.) I have placed the header in this document.

Remember to write in paragraphs. When your paper begins to examine a new idea, it is usually time to start a new paragraph. If you are not sure when to start a new paragraph, talk the problem over with your teacher. Every essay, depending on the kind of essay it is, will have

different guidelines for when to start a new paragraph. Just remember that you have a problem if you turn in a 1-2 page (or longer) paper, and you only indent once. That's not a good sign.

When writing about a short story or poem, make sure to put quotation marks around the title of the poem or short story. If you are writing about a novel, book, or other long text, underline the title. Do not use both quotation marks and underlining.

Use the spellchecker to help you proofread your paper, but do not rely on it to catch all of your mistakes. Spellchecker does not tell you if you have used the right word, so make sure to re-read your paper before you turn it in. After you have proofread your paper, give your paper to someone else to proofread again. It always helps to have another person read your paper. If you cannot find someone else to read your paper, finish your paper early enough to take it to your teacher or go to the afternoon tutorial session in the library and get help. Your English teacher can give you more information about that.

Conclusions are important. They should have impact. They should leave any reader satisfied. When you finish your paper, if you have followed MLA standards and guidelines, it should look very much like this paper you just read. Never write "The End" at the end of your paper. If you write well, your reader will know it is the end.