

Title

Your first paragraph begins here. Notice that it is not indented, but all of the other paragraphs will be. Your title should NOT be at the very top of the paper. It is to be three to four inches down the page, which you can achieve by hitting the “Enter” key three or four times to insert three or four double spaces.

Proper form always calls for double spacing. Never hand in anything typed single space – it cannot be easily read or corrected.

You are to maintain a one inch margin at the top, bottom, and on both sides. Your word processing program will automatically do this for you, but double-check the “Page Setup” under the “File” tab at the top to make sure that your default setting is correct. It might be set with a left margin at 1.25”. This is done to allow for a “gutter” in the publication of large manuscripts where part of the margin would be absorbed by the binding. You are not going to be handing in any 25 page manuscripts, bound on the left, so this is not necessary.

This page is called the “Title Page.” Another piece of paper that you place on top of your entire manuscript with the title of your paper and the “credentials” of the paper is called the “Cover Sheet.” On a paper of less than three pages, a Cover Sheet is not required. You will be placing the credentials at the end of the manuscript, as you will see when this paper gets there.

To paginate your manuscript, you need to insert a page field in the header, justifying it to the right. Remember that anything you type in the header will automatically appear on every page of your manuscript, so you want to insert a **page field**, not just a number. If you just type a number, that same number will appear on all the pages, which is NOT what you want. You want the program to automatically add to the number for each page you type. Using the “Insert” tab is important because that will allow the word processing program to ask to indicate your choices for placement of the page number. To do that, go to the “Insert” tab at the top of the screen and indicate that you want to insert page numbers. If you just click in the header and insert page numbers, you will not be able to place them in the header correctly until you go back to the “Insert” tab.

You normally want the number to appear in the header, and justified right. If you are following MLA style sheet, you also do NOT normally want the page number to show up on the Title Page, which is the first page of the actual manuscript. Notice that the page number appears in the header on this page, but not on the first page. [APA calls for a different format for pagination, but with the exception of the junior research paper where we will be using APA style, you are to follow MLA style sheet for all your other papers for English classes.]

When submitting a manuscript, you need to make sure that you are using a clean font. As the matter of fact, APA format allows for only two fonts – Times New Roman, which is what is being used here, or Arial, and these should be at 12 point, which is the default setting. The reason for using only these two fonts is that both of them are clean and easily read. You cannot make your reader work too hard, especially if your reader is evaluating your work. While the fancy fonts, like *Harrington*, *Chiller*, *French Script* and *Monotype Corsiva* are fun to play with, they do not belong in a paper you are submitting for evaluation, whether it is to an editor or to a teacher.

When you are typing, be sure that you allow for standard spacing between sentences. Remember that an end mark of punctuation should be followed by two spaces, not one.

You also want to remember that, in American English, we normally enclose the punctuation inside any quotation marks when they are included in the normal running text. For example, if you were writing about the short story “The Cask of Amontillado,” by Edgar Allan Poe, you want to place the **comma** inside the **quotation marks** before continuing with your text.

You are NOT to add extra lines between the paragraphs. Since you are not submitting a fifty page paper in “chapters,” there is no reason to add an extra line spacing to separate the paper into sections, which is what an extra line between paragraphs does. This looks to the evaluator to be an attempt to fulfill a page requirement with extra space, but it does not really fool any one. If you are given a page requirement, you need to fill those pages with composition, not dead space. [Again, APA format calls for something different, but you are using MLA style sheet for almost all of your English papers.]

When you have a lengthy quotation to include in your paper, you need to indent that entire quotation. You can do that two ways: by highlighting the quotation and then moving the guides at the top of the page (but you must remember to change them back after you have finished typing the quotation) or you can hit “Enter” and tab over twice, sight the line on the right and hit “Enter” and tab over twice again for each line of the quote. Your quotation should look like this: **(Notice the colon that precedes the indented quotation.)**

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper

that we should do this. (*The Gettysburg Address*, Abraham Lincoln)

Notice that this lengthy quotation does not have quotation marks around it. The double indention replaces them and quotation marks should NOT be used with an indented quotation. It has also been typed with no paragraph indentions. They are also not needed; however, an additional line has been added to separate the paragraphs. You can also type a lengthy quotation in single spacing, and you can make the font smaller if you wish, which have both been done here. All of these serve to highlight the quotation, setting it apart from your own composition. The “citation” for an indented quote is placed after the punctuation, but we will talk at length about how to make citations when we discuss research.

We have reached the end of this manuscript, and now it is time to claim it. You do that by placing the “credentials” of the paper at the bottom of this last page, on the right hand side of the paper, even if you have included a Cover Sheet with your paper. Different teachers and professors will ask for variations on the “credentials,” but normally you need to include your name, the class for which the paper is being written, perhaps the section if there are several sections of the same class, and the date of submission. Look below for a model of the credentials and the format.

Your Name

English __, Period __

Date of Submission

Now, last, but not least, since this paper is at least three pages, a Cover Sheet is required. [Since I wanted to make this all one document for you to follow, I just continued typing. However, you need to disregard the 5 at the top of this page and the 6 at the top of the next because NO PAGE NUMBERS APPEAR ON THE COVER SHEET and the Cover Sheet should actually be typed as a separate document to ensure that.](#) [Again, APA format is different, but we are using MLA for English papers.] Go to the next page to see a model of the Cover Sheet, but again, disregard the number that appears in the header. No numbers should appear on the Cover Sheet for a paper done in MLA format. The title of your paper should appear in the center of the page and the credentials should appear in the bottom right hand corner. [You can always type the credentials single spaced if you wish for papers submitted to me. In addition, if you wish to “play” with the font type or size for the title on the cover sheet to make it a little more interesting for you, as I did on the model, you may do so for paper submitting to me. Your college professors and other teachers may not wish you to do so. If you are in doubt about their preferences, always play it safe and use the standard format.

I hope this model has been helpful for you to see what your papers should look like when submitting them for my classes.

Title

Your Name
Class____, Period ____
Date of Submission