

Step 1

Click *Page Layout; Margins; Normal*. For spacing, go to *Home*; click on arrow to right of *Paragraph*; under *Line Spacing*, select *Double*. Under spacing, set "before" and "after" to *Opt*. Click *OK*. Go to *Home* to choose font type and size.

Step 2

Using Microsoft Word 2007 or older, Click *Insert; Page #; Top of Page; Plain # 3*. Type last name. Hit space bar. Highlight text and set font type and size. At top right, Close view.

Last name 1

First name Last name

Step 3

See the 4 lines to the left.

Instructor name

English 0000-01

Course & section #

Paper due date

Date format = day month year. Ex: 01 January 2008

Paper Title

Do not boldface, enlarge, italicize, use quotation marks, or leave extra spaces before or after title.

Hit the "Tab →" button once to indent a paragraph

This is the first sentence of my introduction. Introductions are very important, as they are the only chance to make a good first impression on the audience. In this paragraph, I should get my reader's attention with an interesting fact, statistic, story, or analogy. I should also make sure that I identify my paper's topic and scope; this may involve my thesis statement. I want to give the reader a good idea of what aspects I will be covering and why I will be covering those. I will avoid clichés and purpose statements, and use meaningful attention getters instead. It is also especially important that my introduction reflect the rest of my paper; after I draft my body paragraphs and conclusion, I will need to go back and re-read and revise my introduction to make sure everything fits.

In my first body paragraph, I will develop my first point, which will probably require me to incorporate some of my research. When I quote a source in my paper, it is as if I am inserting someone else's voice into my monologue. If I do this without the proper transition, my writing will not flow smoothly and may not make sense to the audience (Hult and Huckin 583). I will want to be sure to introduce sources properly by referring at least to the name of the author, if not the title of the source, as well. As one of our handouts says, "Writers should incorporate quotations into sentences, keeping in mind that the grammar of the quotation needs to connect to the grammar of the sentence" ("Using Sources"). In my next paragraph, I could also paraphrase or summarize a source. To do this, I would restate the idea(s) presented in my source, but I would use my own words to express those ideas (Wexler 142).

Parenthetical citation example—two authors

Parenthetical citation example—one author

Parenthetical citation example—no author

Works Cited Tips: It is the last new page of your paper, not a new document, and is double spaced like the paper. Only use the *Enter* key to go to the next line, not to add spaces between lines.

Works Cited

The title on this page should be centered. If only one entry, the title is Work Cited.

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- Holladay, Hillary. "Narrative Space in Ann Petry's *Country Place*." *Xavier Review* 16.1 (1996): 21-35. Rpt. in *Twentieth-Century Literary Criticism*. Ed. Linda Pavlovski and Scott Darga. Vol. 112. Detroit: Gale, 2002. 356-62. Print.
- Hult, Christine A., and Thomas N. Huckin. *The New Century Handbook*. Boston: Allyn & Bacon, 1999. Print.
- Project Information Literacy. "Andrea Lunsford: Writing and the Profound Revolution in Access." *Project Information Literacy*. Information School, University of Washington, 12 Jun. 2010. Web 3 Aug. 2011.
- "Using Sources Handout." *The Writing Center, Bryan Campus*. Blinn College, 26 Jan. 2009. Web. 2 Feb. 2009. <<http://www.blinn.edu/brazos/humanities/writingcenter/handouts.htm>>. (*see note below)
- Wellek, René. *A History of Modern Criticism, 1750-1950*. Vol. 5. New Haven: Yale UP, 1986. Print .
- Wexler, Bruce. "Poetry Is Dead. Does Anybody Really Care?" *Dialogues: An Argument Rhetoric and Reader*. Ed. Gary Goshgarian and Kathleen Krueger. 5th ed. New York: Pearson Longman, 2006. 141-43. Print.

*According the *MLA Handbook* (section 5.6.1), you should include a URL only when the reader probably cannot locate the source without it or when your instructor requires it.