

The Wright Way

1 inch margin

Jones 1

Jane Jones

Dr. Smith

English 110

2 September 2009

This is a Header, do not manually put this in to each page!

Double spaced

Must have a title, no fancy format needed

Scintillating Original Title

Indent 1/2 inch

Follow the MLA format for your paper. Make sure that you indent each paragraph by 1/2 an inch, which is one standard tab or five spaces. Set your margins at 1 inch. In Microsoft Word, go to **Format**, then **Document**, or go to your **Formatting Palette** under **Document**, and make sure that your margins are set to 1 inch on all sides. Your last name and successive page

numbers must be in the upper right-hand corner of every page. To do this, go to **View**, then

Header and Footer. A box will open up, and a toolbox will appear. Type your last name and page number in the box. Then click on the icon from the toolbox that has a single number sign (#) which will automatically insert page numbers, or go to **Insert** on the menu bar and select **Page Numbers**. While the **Header** box is still visible, go to your **Formatting Palette** under **Alignment and Spacing** or on your main toolbar choose **Format**, then **Paragraph** then **Alignment**, and select **Align Right**. Then click anywhere outside the Header box to return to normal view. Make sure your font is readable by going to your **Edit** menu, then click on **Select All**, then change your font to **Times New Roman, 12 point**. While everything is still selected, go back to **Alignment and Spacing** and select double space.

Once you have set this up, you will put your name block on the left hand side of your paper. On the first line type your name, hit Enter, type your teacher's name, hit Enter, type the name of the class, hit Enter and type the date using day, month, year with no abbreviations as shown above. Make sure this block is double spaced just like the rest of your paper.

Document all your quotations inside the text. You should have a lead-in with some context, then have the direct quotation in quotation marks, followed by the page number of the text you are using in parenthesis. For example: In F. Scott Fitzgerald's book *The Great Gatsby*, the narrator Nick tells the reader, "I'm inclined to reserve all judgments" (1). Your teacher will go into much more detail about how to document your sources, but basically, make sure your page numbers are in parenthesis with no other words like page, or p.p. or p.

Works Cited

Fitzgerald, F. Scott. *The Great Gatsby*. New York: Scribner, 2004.

Author. <i>Title</i> . Place: Publisher, year printed.
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Make sure your paper follows these formatting rules:

- Times New Roman, 12 point font
- 1 inch margins on all sides
- Header with your last name and page number (starting from your very first page)
- Name block:
 - Student Name
 - Teacher
 - Class
 - Day, Month (spelled out), year (all four numbers)
- Original title, no fancy formatting
- First line of each paragraph indented ½ an inch (1 tab or 5 spaces)
- Double spaced – including name block
- No extra spaces between paragraphs or between date and title
- At the end of your paper, cite the text used. Your teacher will specify format.
- Clean, white paper
- Document all direct quotations
- Staple all drafts and prewriting tools together, with the most recent draft on top

If you are having difficulty getting your word processing program to format correctly, come see your teacher before class.