

Step 1

Click *Page Layout; Margins; Normal (1")*. For spacing, go to *Home*; click on arrow to right of *Paragraph*; under *Line spacing*, select *Double*. Under *Spacing*, set "Before" and "After" to "0 pt." Click *OK*. Click *Home* to choose font type and size.

Step 2

Click *Insert; Page #; Top of Page; Plain # 3*. Type last name. Hit space bar. Highlight text and set font type and size to the same as that in the paper. At top right, click *Close Header*.

Last name 1

First name Last name

Step 3:

See the four lines to the left.

Instructor name

English 0000-000

Course & section #

Paper due date

Date format = day month year. Ex: 30 September 2016

Paper Title

Do not boldface, enlarge, italicize, use quotation marks, or leave extra spaces before or after title. Be sure and use title case (see *WR*, sec. P8-c).

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

This is the first sentence of my introduction. Introductions are 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, or story. I should also make sure I identify my paper's topic and scope; this may involve my thesis statement. I want to give the reader a good idea of the aspects I will be covering and why I will be covering those. I will avoid clichés and purpose statements, using 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.

Margins are 1" on all sides.

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 (Miseon and Dolan 62). I will want to be sure to introduce sources properly by using signal phrases. As a Writing Center handout says, writers should "[i]ncorporate quotations into [their] own sentences" ("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 (Cox).

In-text citation—two authors

In-text citation—one author

In-text citation example—no author

Works Cited Tips: It is the last new page of your paper and is double spaced. For your first entry, click on arrow to the right of *Paragraph*; under *Indentation*, click on *Special* and select *Hanging*. Click *OK*. Use the *Enter* key only to start a new entry.

Works Cited

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

Brooks, Katherine. "Why Poetry is the Best Medium for Kids Who Want to Change the World."

Blog post

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Cox, Rebecca D. *The College Fear Factor: How Students and Professors Misunderstand One*

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Another. Harvard UP, 2010. *ProQuest Ebook Central*,

ebookcentral.proquest.com/lib/blinn/detail.action?docID=3300827.

Lunsford, Andrea. "Andrea Lunsford: Writing and the Profound Revolution in Access."

Interview

Interview. *Project Information Literacy*, Information School, University of Washington, 12 July 2010, projectinfolit.org/smart-talks/item/118-andrea-lunsford.

Miseon, Kim, and Michael Dolan. "'Excuse Me, but What Is a Research Paper?' Embedded

Database article; two authors

Librarian Program and Information Literacy Skills of Community College Students."

Community & Junior College Libraries, vol. 21, no. ½, Jan.-June 2015, pp. 53-70.

Academic Search Complete, doi: 10.1080/02763915.

Nazaryan, Alexander. "The Fallacy of 'Balanced Literacy.'" *The New York Times*, 7 July 2014,

Newspaper article

p. A17.

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Essay reprinted in an anthology

1997-2008, W.W. Norton, 2009, pp. 126-46. Reprinted in "Poetry and the Forgotten

Future." *The Norton Introduction to Literature*. Shorter 11th ed., edited by Kelly J. Mays,

W.W. Norton, 2013, pp. 932-35.

"Social & Historical Context: Vitality." *The Arapesh Grammar and Digital Language Archive*,

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Institute for Advanced Technology in the Humanities,

http://www.arapesh.org/socio_historical_context_vitality.php. Accessed 15 July 2022.

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Special
note for
tutors:

*Note: See pp. 50-53 in *MLA Handbook*, 8th ed., regarding optional elements, such as accessed date; see pp. 40-41 for information about supplying the publisher's name for various kinds of organizations; see p. 48 for information on the use of DOIs versus URLs.