General Formatting

☐ typed in Times New Roman 12 pt font
☐ double-spaced
☐ printed on 8.5"x 11" paper
☐ 1 inch margins on all sides
☐ indent first line of each paragraph 1 Tab
☐ all text is double-spaced

First Page

☐ top left, include

Your Name

Your Professor's Name

Course

Date

☐ your paper title appears on the next line, centred, in plain text (no bold, italics, or underlining)

Header and Page Numbers

☐ appear top right, ½ inch from the top of the page
☐ may or may not appear on first page (ask your professor)

Inserting Header and Page Numbers in Word

☐ click **Insert→Page #** (insert it top right)
☐ place your cursor before the page number
☐ type your last name, followed by one space
☐ if your professor does not want headings or page numbers to appear on the first page, make sure the "Different First Page" option is checked, and perform the above steps on the second page of your document

Formatting Titles within Your Essay

☐ titles of full-length works appear italicized (e.g. books, films, journals)
☐ titles of shorter works appear in quotation marks (e.g. poems, chapters, journal articles)

Quotations

- ☐ quotations that run 3 lines or less can be included within paragraphs
    - ○ for poetry, use forward slashes to indicate line breaks:

      e.g. In her poem, Humphreys calls attention to "how we lose responsibility / for meaning–the blank, common jargon of cults and / talk shows."

- ☐ quotations that run 4 lines or longer should be formatted apart as block quotations
- ☐ all lines in block quotations should be indented 2 tabs
- ☐ place your in-text citation after the block quotation
- ☐ see *MLA Citation Style* handout for more information about quotations