

Sally Student

Mrs. Warnky

Assignment

September 7, 2018

Example Title for Your Essay

This is a sample paper for our class. You will notice that the format is very specific – it is the MLA format which is the standard style for most liberal arts and humanities essays and papers. All of the lines are **double-spaced**. The font type is **Times New Roman**; the font size is **12**. There is always to be a title which is centered in the middle of the page exactly like you see.

The format for having your name at the top of the page is also very specific. The order is as follows: your name; Professor's name; name of the class; date that the assignment is due. This is on the page itself, not in the header.

In the header, however, you do have the page number. This is done by going to the top menu bar. Click on **INSERT**. Click on **Page Numbers**. Click the first image (it shows numbers on the top right). Type your name into the header box beside the number. Highlight your name and the number and **change the font to Times New Roman**. Then click back onto your main page to exit out of the header format. Your page numbers will stay consecutive for each new page you add. *N.B. These instructions for inserting page numbers are for Google docs.*

I hope that you have also noticed that each new paragraph is indented! This is achieved simply by pressing the **tab** button for the first paragraph you write. Your computer should automatically formulate the rest of your page each time you press enter for a new paragraph. If it does not you can do this manually by again pressing **tab** at the beginning of each new paragraph.

Save your documents with a document title which makes it easy to find. For example, "Warnky, Hamlet Essay, Draft 1." I like numbering my drafts so I can easily look through past versions of my work. You can also include the due date in the document name if you'd like. If you are writing on a word processor, make sure that you have a file folder in your harddrive for each class. If you are writing with Google docs, create a new folder for each class in your Google Drive. Each assignment should either be submitted to Canvas as a Google Docs or as a Microsoft Word Document. This way it is compatible for every computer.

For further information regarding writing in MLA format, please see this website: <https://owl.english.purdue.edu/owl/section/2/11/> . It is a helpful guide for inserting quotes, writing bibliographies and work cited pages. Here is an example, where I quote from one source on the various ways editors like to capitalize titles, with some “using italics with capitalized initials, others using Roman [numerals] with capitalized initials and with or without quotation marks” (38). Note that the final punctuation *goes after the citation, not in the quote*. Note that I cite here by page number; a work of poetry is cited by line number. If the poem has multiple chapters or books (like *Paradise Lost*), the poem is cited like this: (IX.50-52). This would refer to Book IX, lines fifty through fifty-two. For the purpose of this class, if you are using the suggested or provided version of the book, you do not need a bibliography. If you use any outside sources, you do need to cite those and include them in a bibliography.