

Sally Student

Mrs. Serena Warnky

Mastering the Essay, Assignment #1

Friday, September 7, 2018

### Sample Paper for Mastering the Essay

This is a sample paper for the Mastering the Essay. 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 Number**. Then on **Top of Page**. Follow this to **Plain Number 3** where your number will be on the right side of the page. 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 a PC only. I do not know if it is different for a Mac computer.*

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.

The word document should be saved with the same format as mine is so that the tutor can see easily whose assignment is whose. The format is as follows: your full name, the assignment, and number. For example: Sally Sheridan Assignment 1. Each assignment should either be submitted 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<sup>1</sup>” (38). Note that I do not cite enough works to justify a ‘works cited’ page, and therefore have listed my source in a footnote. Until you get to the stage where you are writing based on extensive research, you will probably do the same.

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<sup>1</sup> Strunk, William, Jr., and E.B. White, *The Elements of Style*, 4<sup>th</sup> ed., Pearson: Boston, 2000.