

Student A. Smith

Professor Bianco

UNST 121G

29 September 2005 ← Due date

Title Goes Here and Is Centered, Using Plain Text:

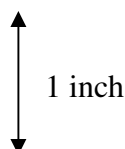
A Title or Subtitle Going on to a Second Line is Still Double Spaced

The title isn't boldfaced or underlined. Title capitalization rules apply. Begin the body of your paper one double space beneath the title. The first line of each paragraph should be indented 1/2 inch. All paragraphs should be left justified, which means that the right-hand margins will be jagged. You should use a 12-inch serif font, preferably Times New Roman.

First-level subheaders are indented, underscored, with only an initial cap

Using subheaders helps organize the paper, often making it vastly more readable than a paper without such organization. Headers and subheaders help guide the reader; they also keep the writer focused. The first-level subheader is indented 1/2 inch, underscored, and only the first letter (or any proper noun) is capitalized; there is no period at the end. The first-level subheader begins three spaces (rather than two) below the previous text. Subsequent body text begins one double space beneath the subheader title and is indented.

A second-level subheader is indented and underscored, with an initial cap, and is followed by a period. The second-level subheader is indented 1/2 inch, underscored, and capitalized the same as a first-level subheader. However, only a double space precedes it. In addition, it ends with a period, and the body text begins immediately thereafter. Keep in mind that using subheaders provides guidance and organization to the paper; however, the practice can also add to the length of the paper. So, make your decisions about subheader use carefully.



Brief information about citation format

When you cite a source within the body of your text, MLA format requires you to use the parenthetical system. For general references, provide the author's last name (Smith). Notice the placement of parentheses and the location of the period. If making a more specific reference, provide the page number (Smith 129). Again, note the punctuation, particularly the lack of a comma between the author's last name and the page number.

When you provide a direct quote, you must always provide a page number, assuming it is available. "In this example, please note the placement of the quotation marks, the citation reference, and the terminal period" (Smith 133).

If you have a "quote within a quote," you will need to place the subsidiary quotation within single quotation marks, as in the following example: "John Smith asks, 'Why must we consider evolution?'" (Smith 115). Notice in that case the location of the single and double quotation marks.

Regardless of how extensively you modify the original author's wording, you must provide a citation. Otherwise, you are committing plagiarism. You need not provide a citation for commonly accepted facts or other information (for example, the date of the American Revolution). You also do not need to provide citations if what you are writing is entirely your own creation (for example, your autobiography, a piece of creative writing, a new theory you are formulating). In general, it is safest to provide a citation for everything you say that is not the result of your own original thinking.

On the other hand, you should not merely string together quotation after quotation. In fact, you should not provide a direct quotation unless there is no more compelling way of presenting the information. Your goal is, rather, to rethink, restate, summarize, synthesize, and

critique another's work. Occasionally, however, direct quotations can make a point more compelling. In instances in which the quotation exceeds three or so lines, present it in a block quote style.

MLA format requires that a block quote be indented one full inch. It is double spaced, just as regular text. Do not put quotation marks before or after the block quote. If there is a quote within the block quote, use double quotation marks, "like this." Note that in the case of a block quote, MLA requires a period at the end of the quote, followed by the parenthetical, with no internal or external punctuation. (Bianco 25)

After a block quote, the subsequent text is indented ½ inch and double spaced.

A few more words on citations. An addition point worth mentioning is that you may mention the referring author's name within the body of a paragraph. For example, Bianco notes that MLA style does not require you to repeat the author's name within a parenthetical at the end of the referring comment. However, if a page number is associated with the work by Bianco, then you must provide the page number at the end of the referring comment (29).

Word count issues

Many of your assignments will be given a word or page limit. In general, a two-page paper may range anywhere from 500 to 750 words. You can check your word count by clicking on Tools/Word Count; then, if you prefer, you can also click on the "Show Toolbar" button, which will place a word count toolbar on your screen. It is important, however, to note that if an assignment specifies a page limit (e.g., two pages), you must not exceed that limit. Do not expect your professor to perform a word count. It is easier for her to know to stop at two pages rather than to guess when 700 words has been reached. One of your goals as a writer is to learn

succinctness. Keep in mind, also, that your Words Cited page does not count as part of the two-page maximum.

Using a separate title page. In addition to being succinct, you can gain extra space by using a cover page for your title instead of including your title information on the beginning of the first page. An example of a cover page follows. Please note that the cover page does not bear a page number, although it is technically page 1. Therefore, the first page of your paper following the cover page will be labeled as page 2.

To create a cover page without a page number in a header, you do not need to create an entirely separate document. Rather, follow these steps:

At the end of your cover page, select Insert/Break . . . Section Break Types: Next Page. This effectively divides your paper into two sections. The first section, in this case, is your cover page. The second section is the body of your paper.

Insert your header (through View/Header and Footer) on the second page, that is, after the end of the first section (the cover page). You may notice that the Header box has the words “Same as Previous” above it, to the upper right. On the Header and Footer toolbar, the fourth button from the right shows two pages with an arrow leading from the right page to the left page. That button is the “link to previous” button. Click on that to remove the “Same as Previous” header designation. You may now format your header with your name and page number, which should show as being page 2. However, you’ll note that the first page (section 1, the cover page) does not have a header or a page number. Success! This may well sound complicated. Please do not hesitate to ask for help!

Title of Paper is Centered Approximately One Third of the Way Down the Page

Titles Going on to a Second Line May Be Single or Double Spaced

Center Your Name

UNST 121G: Forbidden Knowledge

Professor Bianco

29 September 2006