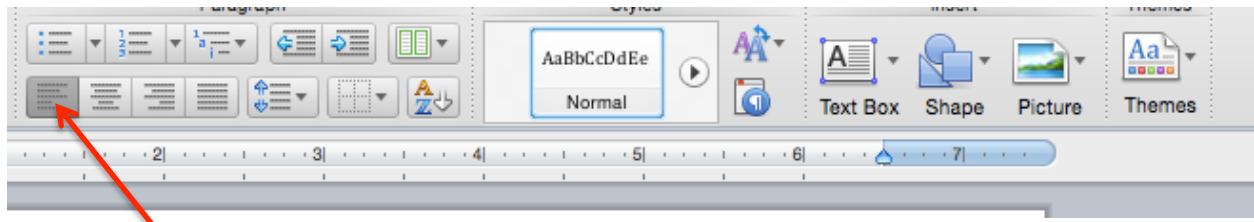


Tips for Formatting Your Essay

Imagine a world where every person to ever write a piece of academic writing did so with whatever formatting their heart desired. No really, think about it! Some people might use normal formatting, but others might get super crazy and use 78 point font. A simple paper would be a billion pages long! Or say an older teacher used ~~this type of font~~. Well, that would get just plain annoying. To avoid these type of issues, we have to use a common formatting for academic writing. For English, we'll be using MLA (Modern Language Association) style to format our papers.

1. Make sure that you're using 12 point Times New Roman font. Also, make sure to double-space your paper.
2. Next, if you want credit you better put your name on your paper. First, make sure that you're aligned to the left side of the paper. Like this:



3. Once you're aligned to the left side of the paper, you're going to type your first and last name, then my name (or whoever your teacher is), your course title, then the date the assignment is due (day, month, year). It'll look like this:

John Smith

Mrs. Rowlinson

English 1

6 January 2016

II. Wooh! Just like that you're done with the first step of formatting your paper!

1. Now, we're going to add a header to your paper. There are a couple of ways to do this, I've found that the easiest is to click on the "Insert" tab, click on page number, then make sure your page number is at the top right corner of your paper.

2. Once a page number pops up at the top of the paper, take your cursor and click near the number. You should then type your last name next to the page number. When you're done, it should look something like the top of this paper does!

Ok, the last thing I'm going to show you with formatting is your MLA citation. This applies to the quotes that you are using in your essay. When you quote a text directly, you have to cite it so that you don't plagiarize anything. Usually you'll include your citation at the end of your sentence.

Ralph, too, struggles to maintain his humanity. During one of the "games" the boys play, Ralph finds that he "too was fighting to get near, to get a handful of that brown, vulnerable flesh" (Golding 115).

Here's the quote

Here's the author's name and page of the quote

Notice that I didn't put the punctuation in the quote? You should make sure to put your punctuation AFTER the citation.