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Professor Rodriguez

English 1302 C01

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Title (centered)

The text of the essay begins here. It uses Times New Roman font size 12. Each new paragraph begins with a ½” indention, which usually can be achieved by pressing “Tab.” The margins of this paper are set at 1” on all sides. Since this is not always the default setting, be sure to check and format the margins accordingly. While the title is centered, the body of the essay is left aligned (not justified). This means the letters will appear to make a neat vertical line down the left side of the text. Also, notice that only one space is used after the end of each sentence. Two spaces used to be standard, but modern essays commonly use only one.

At the top right of every page (including the first page), the student’s last name and page number should appear in the header zone. Select “Insert” and “Page Number,” then type your last name and a space to the left of the number. The header text should be the same font and size as the rest of the paper. The title block begins in the regular text area at the upper left corner of the first page. It begins with the student’s full name, then follows with the professor’s name, the course information, and the date. Be sure to note the date format. No extra spaces should appear above or below the title or between paragraphs.

According to MLA’s current standards, the titles of books and longer works such as *The Scarlet Letter* will now be italicized, never underlined. Shorter works such as articles, names of poems, and song titles like “Somewhere Over the Rainbow” should be in quotation marks. In-text citations, or credit given to sources inside the paper, work the same way as before. When

borrowing from a source, such as Martin Luther King's "Letter from Birmingham Jail," always end the borrowed material by citing the author's last name and page number in parentheses (King 96). Notice how no extra marks, commas, spaces, or letters appear in the citation. Quoting is one way to borrow, as illustrated in King's 1963 statement: "Injustice anywhere is a threat to justice everywhere" (King 11). A quote uses "quotation marks" and serves as a promise to the reader that you have reprinted the words *exactly* as they appeared in the original. If you omit any portion of the quote, use an ellipsis ... to show the reader you have removed something.

Notice how the quotation marks wrap only around King's exact words, but the punctuation mark – the period – goes *after* the parentheses. This source, borrowed from King, will appear on the Works Cited page. Every time you borrow from a source, even if you paraphrase in your own words, you must give credit to the author by citing in parentheses. This shows the reader which words and ideas are your own and which are borrowed. If you fail to do so, you may have plagiarized. You should always review your citations to make sure they are clear.

The Works Cited page should come at the end of your paper. It should be part of the same document and should, like every other page, include your last name and page number at the top. To insert a new blank page, choose "Insert" and "Page Break" in your word processor. On the new page, type "Works Cited" at the top and center the text. Press "Enter" and left-align the new text. Format the entries with hanging indents by selecting "Format," "Paragraph," and, under "Indents," "Hanging." As you type the entries, each will begin at the left margin; as it drops to a new line, each subsequent line will be indented ½". Finally, make sure you alphabetize the entries by the author's last name, or by the first significant word in the title if no author is known.

Works Cited

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* If this were a real Works Cited page, every source listed here would correspond directly with at least one parenthetical () entry in the paper. However, a variety of source types are listed here as samples for convenience.

In such a place and as long as they followed His words and did their work to glorify His ways, God would bless them, and they would prosper. Hawthorne, of course, presents the irony of this concept when he describes the prison as a building already worn when the colony is only fifteen years old. The Elect were people chosen by God for salvation. According to Puritans, a merciful God had sent His son, Jesus Christ, to earth to die for the sins of man, but only a few would be saved. The colony would not have survived without the faith, hard work, courage, and perseverance of these early religious believers. There were few gray areas in the standards of behavior expected by the Puritans and taught early to their children. MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the MLA Handbook (8th ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page. Medium is no longer necessary. Containers are now a part of the MLA process. Commas should be used after container titles. DOIs should be used instead of URLs when available. You may also use a shortened version of the title of the book accompanied by the page number. For more information see the In-text Citations for Print Sources with No Known Author section of In-text Citations: The Basics. A Translated Book. At the MLA, we never insert a period after a title ending in a question mark or exclamation point, but we insert a comma if doing so makes a sentence easier to read—for example, when such a title is one item in a series or when the title is contained in a nonrestrictive clause: “I just saw *Who’s Afraid of Virginia Woolf?*, *Oklahoma!*, and *Design for Living*,” Roland said. When we need to shorten a really long title in a works-cited-list entry, we add an ellipsis after the first part of the title up to at least the first noun. If a work has an alternative title, we might include it. The ellipsis is set in italics if the title is italicized, but the additional punctuation is set roman: One of the most popular comic films of the 1980s was Rob Reiner’s *When Harry Met Sally . . .*