

How Do I Format My Paper?

A Modified MLA Format for Kubasaki High School

Susan Harrison	←	Your name
Mr. Washington	←	Teacher name
LA 11 Period A4	←	Class name and period number
25 October 2015	←	Date paper is due in this format
635 words	←	Word count (not including title and heading)

Play-Dough Minds: Plato vs. Popular Teen Culture ←always have a creative title centered

In his *Republic*, Plato had a higher opinion of children and a higher purpose for childhood. Contrary to producers, advertisers, and performers, Plato saw boys and girls as “young and tender thing[s],” and believed that this part of life is the “most important part.” Childhood, according to Plato, is not important because it presents a lucrative demographic; rather, it is vital because it is the formation of the character of a future man or woman in society.

←Periods and commas always go inside quotation marks

do not → skip an extra line between paragraphs

It is important because Plato implies that who we are when we are forty begins when we are four. This is the time in which character is planted and watered. Plato commented that childhood is “a time when character is being formed and the desired impression is more readily taken.” What, then, is the “desired impression” in these times? For advertising conglomerates, it is to sing an annoying jingle, stamp an impressive logo, or a showcase a tanned body for the sole and unscrupulous purpose of selling products. The desired impression occurring on Madison Avenue is fueled by product placement and the bottom line. Plato, however, seems to desire a more virtuous impression for these young minds. [essay not complete]

Formatting Tips:

- Double-spaced. Poems are single-spaced lines, and double-spaced stanzas
- No “floating paragraphs” (blank lines between paragraphs). If your Word automatically adds blank lines, fix it by going to Format→Paragraph→change *Spacing* to 0 in the Before and After columns.
- 12-point font, standard font (Times New Roman, Arial, Verdana, Calibri, or Helvetica)
- No more than 1-inch margins all around (In Word, go to File→Page Setup→Margins)
- Includes a creative title related to your writing. This is your first introduction to the reader. Make it clever and interesting, and not just the assignment title.
- **Save this sheet and put in your binder. We’ll use this for the entire year.**

In-Text Citations

When you use an idea from an author or directly quote an author in your paper, you must acknowledge the author. Usually, the author-page number method is used. **Ex.** (Jones 22).

Examples:

Direct Quote - She stated, "Students often have difficulty using MLA style" (Jones 2).

Direct Quote - Jones found "students often have difficulty using MLA style" (2).

If the *direct quote is more than 4 lines of text*: omit quotes, start the quote on a new line, and indent

Ex. Jones' (2009) study found the following:

Students often have difficulty using MLA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (2).

Paraphrase - According to Jones (2), MLA style can be hard for students.

Two or three authors: (Last Name, Last Name, and Last Name p#)

Four or more authors: (Last Name of First Author et al. p#)

No author of article, chapter, brochure or short work: ("Title", p#)

No Author of book, entire website, or long work: (*Title*, p#.)

Works Cited Page

All sources that were cited in the paper appear at the end of your paper. Write the word "Works Cited" on the first line in the center of the page (no quotes). List your sources flush left. Alphabetize your sources (A-Z) by last name.

References longer than one line should be formatted with hanging indentation. (*In Microsoft Word: go to paragraph →special indentation →hanging*)

- **Periodical** (journals, magazines, newspapers, newsletters): Last Name, First Name, and First Name Last Name.
"Article Title." *Journal Title*. Volume.Issue, Year, pages. Medium. Date of Access (if retrieved online).
Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.
- **Website:** Contributor's Name(s) (same format as above). "Title of Resource." *Title of Web Site*. Sponsor, Last Edited Date. Web. Date of Access.
Note: The contributor can be an author, editor, or organization.
- **Book:** Last Name, First Name. *Book Title*. City of Publication: Publisher, Year. Medium.

For more information on Works Cited formatting, please go to <https://owl.english.purdue.edu/owl/resource/747/01> or refer to *Holt Handbook*