Your First and Last name

1 inch margins

Mrs. Dalton

Do not underline, bold, or italicize!

English 9, Period 4

14 September 2008

Title Centered on Next Line Below Heading

 Indent at the beginning of each paragraph, and do not add extra spaces or headings between paragraphs. All book titles are underlined, and all shorter works are put in quotation marks. All in-text citations require a page number and the author’s last name, unless the author is referenced in the signal phrase or the previous quotation is by the same author. Always remember to write literary analysis in present tense and avoid utilizing personal pronouns.

 Use 1 inch margins on all four sides of the paper and .5 inch margins for last name and page number in the header. After you have introduced a long quotation:

Be sure to double indent the long quotation and double-space it as well. A long quotation is only considered a long quotation if it takes up more than four full lines prior to double indenting it. You will not use quotation marks with a long quotation, but you will still need to cite your source. As opposed to the usual citation of shorter quotations, in this case you will include the necessary punctuation to end the quotation then add the parenthetical citation. Remember to include the author’s name in the citation unless you included it in the quotation’s introduction. (35)

And always be sure to explain the significance of the chosen quotation in relationship to the purpose of your paper; otherwise, it will not be considered adequate support for your claims or count as one of your required quotations.

 Remember the MLA format for the header of your paper as well. The header can be created by clicking on “View” on the top task bar. When the new task bar pops up on your screen, you can click in the header box and align it to the right. Type in your last name, then hit the space bar and click the number sign icon. This will put the correct number at the top of each page. This is proper MLA format. Each subsequent page will also have your last name and the correct page number.

 As always, do your best! I look forward to witnessing the improvement of your writing from the beginning to the end of the semester. If you have any questions about the required content for this paper, please refer to the rubric and handouts that should be in your English binder, or you may check my Grovesite website for the information you seek.

Make sure that you fill in anything that is currently lacking before you complete your final draft. Also, it is always in your best interest to have someone look over your paper closely before it is due. There will be no grace for typos and gross misspellings. There is no excuse! Remember the “Conscientious Effort Clause” in the school’s handbook. If there are five or more mistakes on any one page, I do not have to grade your paper at all. It will be returned to you for revision and will receive a deduction for being late. Keep in mind that I will not accept any late papers without a homework pass, so be sure to have it printed and ready to turn in before class begins. And as always, the final draft must be turned in to turnitin.com by class time as well. Good luck!