

Your Name

Your Professor's Name

English 100.003 (or whatever your section number is)

7 December 2001 (or whatever date you complete this assignment)

Your Paper Title

(writing assignment #)

This is where you will begin your paper. Notice that the entire paper is double-spaced. There are no more than two spaces between each and every line of text, from the beginning of this document to the end. Your margins are one inch all around. Your "header" should include your last name and your page number. To do this, go to "View," click "header/footer," place the cursor in the right margin, type your last name, then click the # button (the button on the far left with the number sign on it). This will set up your header for all of your pages. And it will number your pages in order.

Notice every paragraph is indented five spaces. Notice, as well, that I am using 12- point font, Times New Roman. You must do so as well. And you should also be sure you do your in-text citations correctly. For instance, if I were to quote someone here, "I just said something important" (Rodriguez 22), I would be required to follow the quote with the last name of the author and the page number from which it came. I would also be required to surround that quotation with quotation marks, and "place the punctuation after the parenthesis" (Pham 199). But if I were to quote more than four lines, I will be doing something a little different. For instance, lets say I wanted to quote something extensive from Pham:

Later in the night, from the thick of the brush, Tyle ghosts into the orange light of my campfire. He nods at me and folds himself cross-legged before the popping

flames, uncorks a fresh tequila bottle, takes a swig, and hands it to me. We sit on the ground far apart enough that with outstretched arms we still have to lean to relay the bottle. (Pham 7)

Notice how I punctuated this quote a bit differently. Instead of including quotation marks, I "blocked" it. This means I indented each line of this quotation ten spaces (or two tabs). Also notice that the punctuation for this paragraph goes *before* the parenthesis rather than after.

You must also note the place in the text where you gather information you paraphrased. In other words, there may be events, ideas, and other sorts of things to which you want to refer but you don't really feel it necessary to quote. You still need to tell your reader where this information came from. You can just tell your reader to look in a particular section of the book for this information (Rodriguez 109-122). This will help them out if they want to see more specifics about what you are discussing.

Everything you quote or paraphrase in this paper should be included in the Works Cited page. MLA is very particular. Get as much help from a tutor and/or your instructor as possible. You will need to know MLA in English 101, so take care to learn it now.

Works Cited

*Higher Learning*. Dir. John Singleton. Columbia TriStar Home Entertainment, 1995.

Pham, Andrew X. *Catfish and Mandala: A Two Wheeled Voyage Through the Landscape and Memory of Vietnam*. New York: Farrar, Straus, and Giroux, 1999.

Rodriguez, Richard. *Hunger for Memory: The Education of Richard Rodriguez*. New York: Bantam Books, 1983.