

Your Name
Mrs. Elizabeth Kea
American Literature
Date / Assignment Sheet 1

Title Centered on This Line

Your paper should look like this sample. Notice how everything is set up in the top left-hand side. Notice that the items are double spaced. The format for the date in the heading should be: 08-19-2023 / Assignment Sheet 1. Notice that everything, including the heading is double spaced, and there is no extra line between the heading and the title. The title should be centered. Do not add extra space above or below the title of the paper or between paragraphs.

All of the pages after the first page should have the student's last name and page number in the upper right hand corner. This is called the "running head." There should be a double space, and then the rest of the text should appear in the double space format. Be sure that each paragraph is indented 1/2 inch (typically set in your document format for you to use the "tab" bar to indent).

Check your work carefully for spelling and mechanical errors. Remember not to place commas between compound elements, but do place a comma between two independent clauses (complete sentences) that are joined by a coordinating conjunction as in this sentence. If you join two independent clauses without a conjunction, use a semicolon; I have illustrated this principle in this sentence. Read the paper aloud so that you can hear if there are any sentence fragments. Do not use any contractions in formal writing unless in a quotation.

Notice that all margins are exactly 1 inch. Use a clear font, such as Times New Roman, Arial, or Verdana. The size should be 12 points. Follow this format very carefully.

Notice how the second page is set up. This and all subsequent pages should have these elements: name and page number in upper right-hand corner, double space to continue text. To do this easily, set the name and page number line to “Right-Justified” in the tool bar at the top.

Thank you for your attention to these details. These are the MLA (Modern Language Association) standards for research papers. This is what most college professors require for essays and research papers. All homework should be turned in using this format. For more information about how to write using MLA format, refer to your *Handbook of Grammar and Composition* text.