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AP English Literature

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### Instructions on How to Type Finished Papers in the MLA Format

Your papers should look professional and consistent in format (1-inch margins **all around**!; I adjusted them here to fit the document on one page!). Therefore, keep this sheet in your notebooks all year for reference. **You will lose points** by failing to type your papers in accordance with these guidelines.

Look at the upper left corner of this sheet. Your papers should always contain the information typed there in that order (**first page only!**). Notice that the heading, like the rest of the page, is **double**-spaced to be consistent with the rest of the paper. (Be careful here. Some **Autoformats** mess up the double-spacing, and you should **not** add a space after each paragraph.) The only exception to this format is **if I** request a separate **title page**. In that case, your title page should contain your title centered about halfway down the page. The information in the upper left corner of this sheet should also be centered but at the bottom of the page. Your text should then begin at the top of the next page **without** repeating the identifying information.

Now, look in the upper right corner of this sheet. Your last name followed by the page number should appear on every page. There is **no punctuation** between the two items in this heading. Most computer word processing programs are formatted to do this automatically (check Insert - Page Number; it must be in a Header). Consult your *Help* program or me if you are unsure.

Next, notice the title of the paper is **not** bold, underlined, or altered in any way. It is simply typed in twelve point Times New Roman—Times is also acceptable—like the rest of the paper, and a simple double space before and after the title is correct. **Use this font and size only!**

There will be times this year when you want to/need to cite specific material from another resource, particularly in your research paper. Imagine, for instance, that you are writing a paper

about William Faulkner’s “A Rose for Emily.” In that paper, since you are a skilled writer, you want to include a quote from the story to strengthen your point. The following sentences contain two ways to cite this material. William Faulkner writes that a “thin, acrid pall as of the tomb seemed to lie everywhere” (60). This sentence includes the author’s name, so only the page number is needed in parentheses before the final punctuation. Here is another example: In the story, a “thin, acrid pall as of a tomb seemed to lie everywhere” (Faulkner 60). This sentence does not include the author’s name, so you must include the name in the parentheses with the page number.

One final method of citing information from another source is to include the information in a block quote. Use of block quotes is for passages that are **more than four** full typed lines in length. The passage is indented one inch on the left (the equivalent of two paragraph indentations) and double-spaced. For example, read the following passage in which William Faulkner is quoted:

William Faulkner’s “A Rose for Emily” tells the tale of an unfortunate woman who, despite material advantages in the post-Civil War South, lacks the basic understanding of human interaction. When she finds an unreciprocated connection with another soul, Homer Barron, the results are disastrous, for her and for others. (Gwynn and Blotner 87-88)

Notice that there are **no quotation marks** surrounding the passage in a block quote. The indenting tells the reader that it is a direct quotation. Notice also the lack of punctuation after the citation.

Your papers will be graded on several criteria, one of which is the format and look of your finished product. Keep this sheet close as you prepare your writing assignments for this class.

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The dashed line above represents a page break. I was trying to save paper. **References should always be on a separate page!!!**

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### Works Cited

- Faulkner, William. “A Rose for Emily.” *The Bedford Introduction to Literature*. Ed. Michael Meyer. 4<sup>th</sup> ed. Bedford-St. Martin’s Press, 1996. 54-60.
- Gwynn, Frederick, and Joseph Blotner. *Faulkner in the University: Class Conferences at the University of Virginia, 1957-58*. Univ. of Virginia Press, 1959.