

MLA Formatting Requirements

Assume that every formal paper you turn in to me has to be MLA formatted. I will not accept it otherwise. The only time I will overlook this rule is when I notify the class.

FIRST PAGE: You will not have a cover sheet on your composition; instead, you will provide required information on the first page, which will also be the first page of your essay.

The following example shows what your paper should look like.

The diagram illustrates the MLA formatting requirements for the first page of an essay. It shows a sample paper with various callouts explaining the rules. The callouts include: '1 inch margins' pointing to the top and side margins; '1/2 inch margin on Header only' pointing to the header line; 'Header with page number' pointing to the name 'Finnigan' in the top right; '1 inch margins' pointing to the bottom margin; 'Double-spaced throughout' pointing to the main body of text; '12 point Times New Roman Font throughout' pointing to the text; 'Center the title' pointing to the title 'Human Cloning: Utopia or Dystopia?'; 'Indent new paragraphs (Hit TAB)' pointing to the first line of the first paragraph; and a 'Heading' box listing: '-Your name', '-Teacher's name', '-Class number and period', and '-Day Month Year (put the due date)'.

1 inch margins

1/2 inch margin on Header only

Finnigan

Header with page number

Seamus Finnigan
Ms. Trelawney
English I, Period 4
13 September 2013

Heading
-Your name
-Teacher's name
-Class number and period
-Day Month Year (put the due date)

Human Cloning: Utopia or Dystopia?

Center the title

Is cloning humans ethical? This is the question that many scientists are debating.

1 inch margins

To clone a human means to create a copy of a human cell, tissue, or organism that is genetically identical to the original. Some scientists claim that they could be able to clone a human in a few years, but is it ethical or even safe to do so? Cloning humans is morally and ethically wrong; therefore scientists should not be allowed to clone humans.

Double-spaced throughout

Human cloning goes against religious values. Southern Seminary President R. Albert Mohler Jr. said, "Cloning represents the attempt of the creature to be the Creator and to step outside the legitimate bounds of our creaturely power and responsibility. I fear this will lead inevitable to attempts toward the development of a master race and a custom species" (Baptist Press). We should not pretend to be God by selecting the physical traits of our offspring. Eventually, parents would begin to design their children to look like a supermodel, be as smart as Albert Einstein, or be an Olympic athlete. How is that different from Hitler's goal to create a perfect human race by eliminating the inferior race? Ben Mitchell, assistant professor of Christian ethics at Southern Baptist Theological

12 point Times New Roman Font throughout

Formatting

- Select “***Times New Roman***” font
- Select ***size 12*** font
- ***Align*** your paper to the ***left margin***. Do not center your essay. (Only the title will be centered.)
- Go to “Paragraph” and set line spacing at “double.” Your paper must be ***double-spaced throughout***, including heading, title, quotations, and Works Cited.

Heading You will always put the following information, double spaced, as your heading:

- a. **Your** name
- b. Your **instructor’s** name
- c. **Class** title and block
- d. **DUE DATE**. You will put the DAY MONTH YEAR – like this: **2 May 2015**

Original Title Your title is centered: do not create extra spaces around it, and do not use a different type or size of font. Your title should be connected to the content of your paper and be interesting.

Indent whenever you begin a new paragraph by hitting the TAB button on your keyboard.

Pagination appears ½” from the top right hand corner. You will put your last name and page number on every page. Go to “Insert” and select “Header.” Remember to set the justification to the right under “Paragraph.” Make sure the font is Times New Roman.

MLA Works Cited Requirements

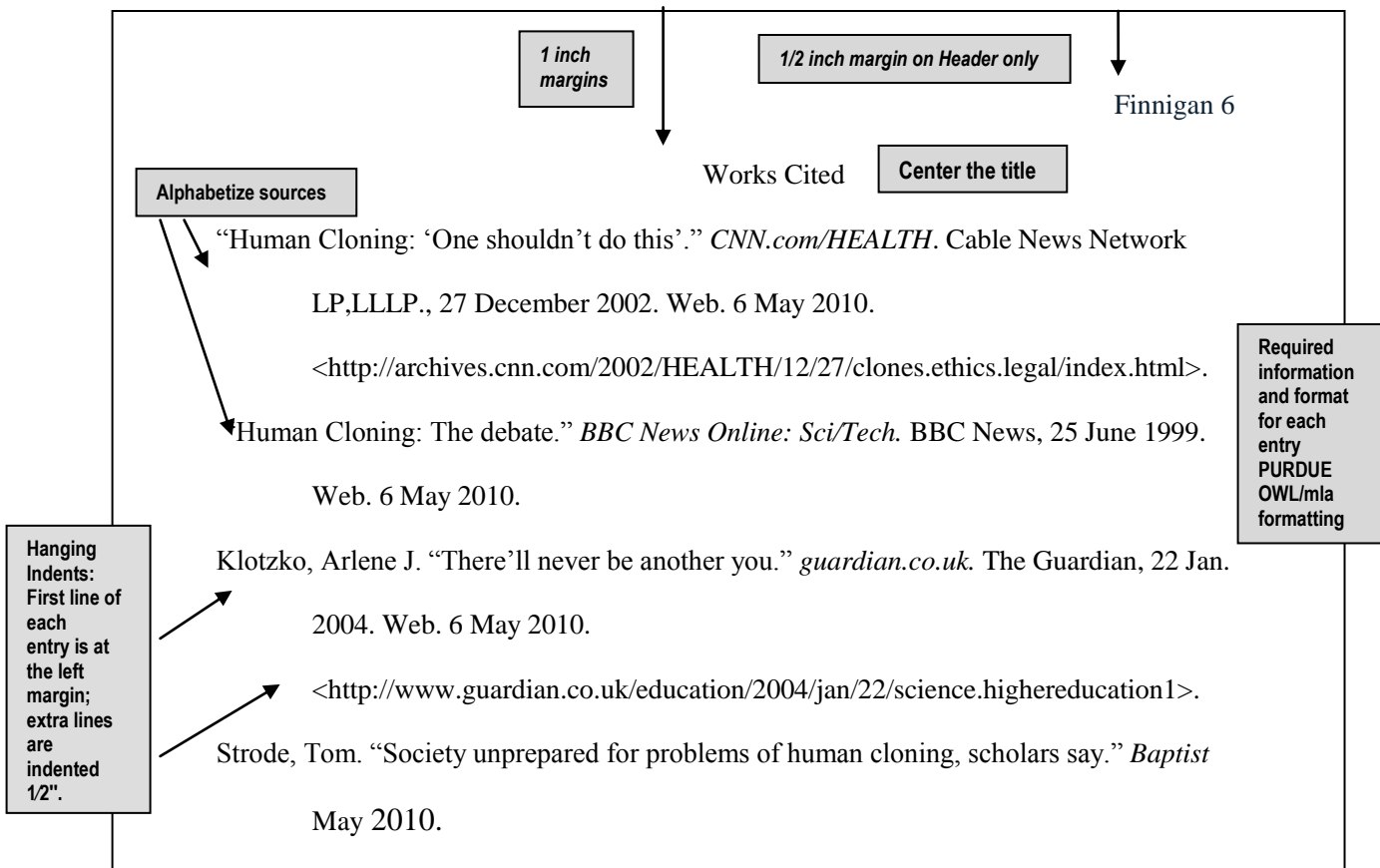
Assume that I want to see you try to manage the Works Cited page as well. I will ask for various “skills”—citing a picture, citing a website, citing a TWEET... it’s weird practice, but good for you.

LAST PAGE: Works Cited

The Works Cited page is an alphabetical listing of all actual sources cited in the paper. When an individual uses other people’s writings and ideas, credit must be given. I can usually tell when someone is plagiarising and I take the theft of ideas very seriously—students get kicked out of college for this offense. If I find it, you will not receive credit for the paper. Rather than cut and paste someone else, we will talk about paraphrasing and internal citations.

Works Cited is a stand-alone page; it should NEVER appear on the same page as your actual essay. It is the very last page of your paper.

The following example shows what your paper should look like:



Title Your title is centered: do not create extra spaces around it, and do not use a different type or size of font. It should be one inch from the top of the page. It actually says “Works Cited” (not Work Cited).

Spacing Double-space the entire page, including the title and all entries.

Alphabetize the sources according to the author’s last name (or title if there is no author).

Hanging Indents The first line of each entry is at the left margin; extra lines are indented 1/2”. DO NOT NUMBER YOUR SOURCES. There is a command for the hanging indent inside the same place you selected double spacing—it’s called “line spacing options”, and then “hanging”.

Pagination: Continue to include your header in the upper right corner, indicating your name and the page number.

Entry Information, Punctuation, and Format Follow Purdue Owl guidelines. Assume everything is important—punctuation, italics, etc. You are paying attention how you cite the document, when it was published, who published, the “genre” (web, print, etc.).