

Jane Smith

Mrs. Dean

9th CP LA

2 October 2001

Before typing anything, format the paper for double spacing (format, paragraph, line spacing: double). Then type the MLA heading on the first four lines: your name, teacher name, class name, and date. This heading goes on the first page only.

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Create a header (View, Header and Footer) that includes your last name and the page number. Type your name, then click on "Insert Page #". This will put it on every page in the proper place and with the correct page number. Highlight the text and left justify using the button on the toolbar next to the centering button.

Title: No underline, no bold, no huge font, no quotation marks, no italics.

High School Blues

After the title, hit enter once and start typing.

As the bell sounds, I feel as though I am stuck in some sort of *Saved by the Bell* episode gone wrong. I am lost in this enormous building and a sea of unrecognizable faces pass me as I wander down a hall. Moving is both difficult and exciting.

The first sentence of each paragraph is indented. Hit enter only ONE time after each paragraph since the paper is already formatted for double space.

There are drawbacks to moving because you have to enroll in a new school. Collins Hill High School is larger than my old school. I felt comfortable in my old school because I knew my way around and I also knew a lot of people. Here, I feel as though I am one face in a thousand and I do not know how I will ever meet anyone. Most of my friends still attend the high school in Chicago. I have known the people there since I was in kindergarten and we were so close. There was never a day that I went through more than five minutes of not seeing someone I knew in the halls or in class. Attending Collins Hill High School is going to be tough, but some good things have already happened.

Moving can also be very exciting and it can provide new opportunities. I was on the varsity soccer team at my other school. Thanks to my next-door neighbor, I have met a few of the girls on the team here at Collins Hill. While I have not met the whole team, at least I have a few friendly faces in the halls. We moved here in June. Since it was early in the summer, I was able to sign up for a summer team and met some girls that attend Collins Hill and other high schools in the area. They have been really nice to me

The 4-line MLA heading is ONLY on the first page.

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and have tried to include me in everything they did over the summer. Being able to meet people during the summer has really made the transition to Lawrenceville much easier.

Header stays the same on 2nd page, but the page # changes.

Additional Guidelines for MLA Formatting

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
- Double-space the text of your paper, and use a legible font like Times New Roman or Courier. The font size should be 10-12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use either italics or underlining throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page.
- Do not make a title page for your paper unless specifically requested.