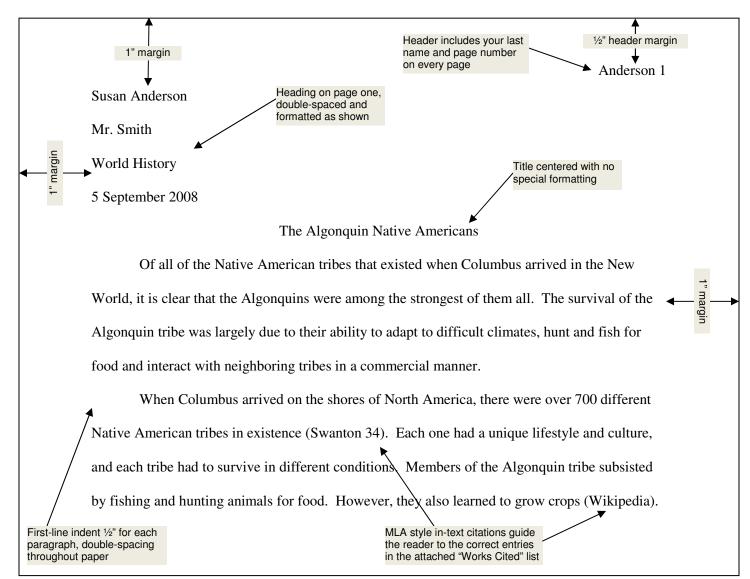
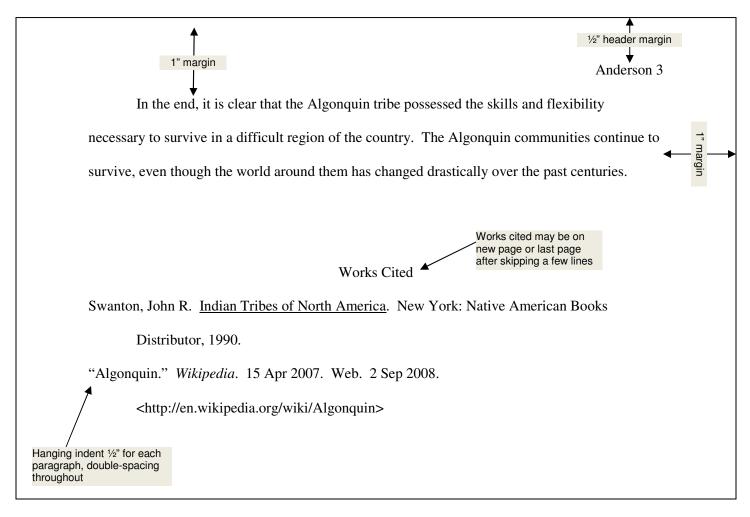
The following guidelines should be used for all typed papers in 5th grade and higher:

- 1. Font: Times New Roman, size 12
- 2. Margins: 1", with $\frac{1}{2}$ " header margin
- 3. Spacing: double-spaced throughout paper, including heading; one or two spaces between sentences are both acceptable but it is important to be consistent
- 4. Paragraphs: first line indent 1/2", no extra spacing between paragraphs
- 5. Heading: left-aligned; double-spaced; first page only; includes student name, teacher name, class, date in following format: 5 September 2008
- 6. Title centered, not underlined; no extra spacing before or after title
- 7. Header: your last name and page number on top right corner of every page (unless teacher requests to have no header on the first page)
- 8. In-text citations: use MLA format (Author last name and page number in parentheses)
- Works cited: at end of paper body; one book or source per line, double-spaced, hanging indent of ½"; use MLA format

Specific standards can be found at <u>http://en.wikipedia.org/wiki/MLA_Style_Manual</u> Example:



Example of last page and works cited:



Citing sources

Book: Author last name, first name. *Title*. Place of publication: publisher, year published.

Jones, Michael. Why Horses Can't Fly. New York: Scholastic, 1998.

NIV Student Bible. Grand Rapids: Zondervan, 2003.

Internet: Name of author or editor. Title of page. *Title of website* (if different). Publisher or sponsor of this website, if available; date of publication, if available. Medium of publication (Web). Date accessed. URL in angle brackets (include only if the reader cannot easily find the website with a search), end with a period.

"Earthquake Shatters Building." *CNN.com.* Cable News Network, 28 Jul 2006. Web. 24 Aug 2008. http://www.cnn.com/US/0607/28/earthquake/.

O'Henry, Ryan. "Mystery Mountain." AllStories.com. Web. 28 Jul 2006.