

On the top right of every page: Your last name (only last name) and page # (just a number, not “page” or “pg.” and then a number).

On first page only:

Your First name Your Last Name

Professor Elizabeth Allen-Pennebaker

COR-###: Course Name

Day Month Year

Title – Not Bold or Italic, Just Plain Text and Centered

Start your first paragraph here – indent the first line half an inch. You can use any font you want as long as it’s easy to read – Times New Roman is the default, but other legible, non-frivolous fonts are fine as well. Remember to double-space your paragraphs and to make your margins 1” on both left and right.

Ask me if you do not know how to set up margins, automatic headers, or automatic paragraph indentation in Word or Docs. It’s easy once you know how!

If you need to cite an idea or quotation, you use the author’s last name and the page number (Coolidge 1). The author’s name comes before the page number and there should be no comma in between them. You don’t need to add “pg.” either. If you already mention the author’s name when you discuss the idea or set up the quotation, then you only need to put a page number in the parentheses (1). If there is no page number – for example, if you get the quotation from a website – then just use the author’s name. If there is no author, use a shortened version of the title and put it in quotation marks (“Vermont” 1). If you put the citation at the end of a sentence – which is the most common way to do it – you put the period after the citation, not before.

If you have a short quotation, “you incorporate it into the sentence, like this” (Coolidge

1). If you have a longer citation – that is, more than four lines - you indent it, like this:

Vermont is a state I love. I could not look upon the peaks of [Ascutney](#), [Killington](#), [Mansfield](#), and [Equinox](#), without being moved in a way that no other scene could move me. It was here that I first saw the light of day; here I received my bride, here my dead lie pillowed on the loving breast of our everlasting hills.

I love Vermont because of her hills and valleys, her scenery and invigorating climate, but most of all because of her indomitable people. They are a race of pioneers who have almost beggared themselves to serve others. If the spirit of liberty should vanish in other parts of the Union, and support of our institutions should languish, it could all be replenished from the generous store held by the people of this brave little state of Vermont (Coolidge).

Note that the second paragraph of this long quotation is indented slightly – only a quarter inch instead of the half inch for regular, non-quoted paragraphs. Even long indented quotations like this should be double-spaced like the rest of your paper, and quotations should not be italicized, bolded, or otherwise made to look different than the rest of the paper.

Center this but don't italicize or bold it: Works Cited

Put your Works Cited on a separate page. Each entry should begin with a "hanging indent", which means that the first line is over all the way to the left and subsequent lines are indented. You should not use bullet points. Your Works Cited should be double-spaced and you should not have any extra space between entries.

Again, if you need help setting up a hanging indent, ask me! Once you know how, it's quite easy to do and it will save you all sorts of hassle.

Your entries should be in alphabetical order by author's last name or, if there is no author, by the title of the work.

To learn how to cite different types of sources, visit the Purdue OWL website:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Example of citation:

"President Calvin Coolidge - Site History". Vermont.gov.

historicsites.vermont.gov/directory/coolidge/history. Accessed 5 January 2019.