

MLA General Guidelines

- ★ Double space body of writing.
- ★ Insert a header that includes your last name and page number in the upper-right corner.
- ★ Include a heading in the upper left hand corner that includes your name, teacher's name, period, and date on separate lines.
- ★ Use Arial, Times Roman or Calibri font for the text.
- ★ Final copy must be 12 pt font in black.
- ★ Title must be centered and no greater than 18 pt font.
- ★ Add one space after periods or other punctuation marks.
- ★ 1" margins on all sides.
- ★ Indent the first line of a paragraph using the TAB button or 5 space bars. Be consistent with your style.
- ★ Use italics throughout your essay for the titles of longer works.
- ★ Include a Works Cited page.

Last Name 1

First Name Last Name

Teacher Name

Class and Period

Date

All assignments must be properly named with the student's first and last name, teacher's name, class and period, and the date. The heading goes in the upper left hand corner. Insert a header in the right hand corner with write your last name and the page number.

This year will be awesome at Compton JHS!

Capitalize the first letter
of each sentence.

Attach punctuation (period, exclamation
point, question mark, colon, etc) to the
previous word.

You might be wondering why I said this. Well, this year will be awesome because you have the best English teachers: Ms. Gillison, Mr. Medina, Mr. Johanesen, Mrs. Mundy, Ms. Mecomber, and Mrs. Scott.

Capitalize the names of people and places.

Add a space after punctuation (comma, period, exclamation point, question mark, colon, etc).

According to the District Handbook, students have the right to “a meaningful education that will be of value to them for the rest of their lives” (47).

Introduce the source that you will cite with a sentence starter.

At the end of the quote, attach an end quotation to the last word and add a space before parenthesis, page number where the information was found, end parenthesis and period.

Introducing Evidence Sentence Starters Examples

- X states, “. . .”
- As the prominent writer X puts it, “. . .”
- According to X, “. . .”
- X himself writes, “. . .”
- In her article, X maintains that “. . .”
- In X’s view, “. . .”
- X agrees when she writes, “. . .”
- X disagrees when he writes, “. . .”

Example Essay Written in RACE

Introduction

R - Restate the Question

A - Answer the Question

C - Cite the Evidence

E - Explain and Expand

Conclusion