

Student's Name

Teacher's Name

Name of Class

Date

Title

Follow these instructions to type your essay. This is the MLA format of essay writing and it is required in college and in most High School English classes. Whether you have a PC or a Mac, most computers come with Microsoft Word (Amer. Allergy Assoc. 12). Once you find the Microsoft Word icon, click on it and you will get a blank new page. Click on Insert, look towards the middle of the toolbar, and click on Header. A text box should appear at the top of your blank page. Click on Home, Right Align, and then type in your last name. Make sure to then press the space bar or the right arrow to leave a space after your last name. Next, go to Insert. Click on Page Number and select Current Position. Then select Plain Number. According to Bernstein, you should now have your last name and the current page number appear on each of your pages (34).

Now, go to Home. Click on the Paragraph icon and a box should pop up. Go to Line Spacing, choose Double, and click OK. Everything you write will now be double-spaced. When you begin to write make sure that you click on Left Align. Also, make sure that you are using **Times New Roman** and size **12** font for your entire essay. Your complete name goes first, then your teacher's name, then the name of your class (ex. English 10A or American Literature), and finally, the date. The date should be the day that you finished your assignment. Remember to put the day of the month, the month, and then the year last (ex. 22 February 2010).

Your title goes next. So, click on the Center Align and write the title. Do not change the font or make it bigger. Do not underline, *italicize*, or make it **bold**. Just leave your title as is. Also, do not simply write the essay topic as your title or even the name of the book you are writing about. Give your title an interesting, catchy name. After your title you can begin writing your essay. Before you begin writing your essay though, remember to get out of Center Align and switch back to Left Align.

When you indent each paragraph, all you have to do is press Tab. When you end each paragraph, all you have to do is press Enter. You **do not** have to press Enter again to skip a line between paragraphs. Double spacing takes care of that for you. Finally, make sure that your margins are no more than 1 inch from the top and bottom and no more than 1 inch on the left and right side. To check your margins go to Page Layout, click on Margins, and click on Normal. Remember to Save your document so that it is compatible with all versions of Microsoft Word. To do this, click on File in the upper left hand corner. Go to Save As. Give your document a name and next to Save as Type scroll down and change it to Word 97-2003 Document.

Works Cited

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Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

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Salinger, Jerome D. *The Catcher in the Rye*. Boston: Brown and Company, 1945. Print.

Follow these instructions to type your bibliography:

1. First, click on Center Align and type Works Cited. Press Enter, then click on Left Align.
2. Go to Page Layout and click on the Paragraph Icon. Under Indentation and Special, click on the drop down menu and select Hanging.
3. You are now ready to enter the information from the Citation Form. Be sure to type the entries in alphabetical order, according to the author's last name.