

English 14/14X Mandatory Format Rules to Remember

(Please keep in mind that your grade on a paper will ALWAYS be lower if the format is wrong. Check your Diana Hacker guide if you forget the instructions, and be sure to read the sample paper I distributed in class. This is *your* responsibility.)

1. Use Times New Roman, #12 font size. Do not use any other in this class.
2. Avoid “script” or other fancy print.
3. Use only one side of white, 8 ½- by 11-inch paper.
4. Your writing must be double-spaced ONLY, throughout the entire paper, including quotations.
5. Set all four margins at one inch. This may mean that you will have to reset your computer’s default setting.
6. Every page should be numbered, including the first page. Page numbers MUST be in the upper right corner of the Header, which is ½ inch from the top of the page. Type your last name before the page number. If you don’t know how to “insert a page number” in the Header, find out at the Writing Center, or ask another student or your professor. It is a very basic computer skill.
7. Indent the first word of each paragraph by hitting “tab” once.
8. Use quotations only when necessary. In general, try to paraphrase quotations. Check *A Writer’s Reference*, by Diana Hacker, for punctuation conventions and rules regarding quotations.
9. Your heading will be done according to MLA guidelines as show on the sample paper distributed in class.
10. Finally, SAVE all your work, not just on a hard drive but also on a flash drive or sent as an attachment to your email account. Every semester students lose their work, which may mean the difference between passing and failing a course.

Do not forget: Format is the *easy* part of writing a research paper! You are going to be held responsible for correct format, and no exceptions will be made in this regard. If your own computer causes problems related to format, have it fixed or use a computer at LIU.

(See the sample on the other side.)

Thomas Chan

Professor Yoffie

English 14X

9 February 2010

Your Original Title

Begin your first paragraph here. After you finish your introduction, you can go on to the next paragraph. Every time you begin a new one, hit the 'tab' button only once.

This is your second paragraph, etc. Don't forget that you must cite your source for both quotations and paraphrasing. You must also create a Works Cited page (bibliography) according to MLA guidelines. We will discuss this further in class.

Works Cited

Jenkins, Sally. "The First Item in a Pandora's Box of Moral Ambiguities." *Washington Post* 4

Dec. 2004: D11. Print.

Lamb, Gregory M. "Will Gene-Altered Athletes Kill Sports?" *Christian Science Monitor* 23

August, 2004: 12-13. Print.

Rudebeck, Clare. "The Eyes Have It." *Independent* [London].

Independent News and Media, 27 Apr. 2005. Web. 28 Feb. 2006.