

Ima Student

Name of Class

*Pick Yours: AP Lit and Comp 1A,  
English 4, 2A or 1B      English IV 1B*

Mrs. Earney

August 19, 2010

### A Creative Title Not Underlined or Larger or Bold

Always indent for paragraphs. This is typed in 12 point Times New Roman font.

Whatever font you choose should match this size and readability. Your MLA heading goes on the left margin as shown above. You should always create a title for your essays, and that title should not be any larger than the font used in your essay, nor should it be in bold type, nor should it be underlined.

Choose “left align” and not “justified.” When you choose “justified,” the word processor adjusts the spacing of your words to make the right side margin a straight line; that means that extra spacing is added into almost every line. When we do research papers, that extra spacing will cause you problems; therefore, just learn to use “left align” now and save yourself the hassle of changing later. Always double space, and never “double” double space, even around the title. Notice my spacing around the title above. Also leave a one inch margin on all four sides. This is Arial 11 point, and you’ll notice that it is the same size as T N R 12.

Asked to code grammatical structures, students should follow the directions below.

For a participial phrase, underline the phrase and **handwrite** *part* in the left margin. For a dependent clause, circle ○ the subordinating conjunction, underline the clause, and **handwrite** *dep cl* in the left margin. For any of the three types of compounds, circle ○ the coordinating conjunction and/or punctuation, and **handwrite** *comp* in the left margin. To code a prepositional phrase, use square brackets to [bracket the phrase], then **handwrite** *prep* in the left margin. An infinitive phrase is coded by circling the “to” and underlining the phrase, then

**handwriting** *inf* in the left margin. I've given you some coding examples in this paper.

Your second page will have a header like the one above. Your last name, space, and the page number. Notice there is no comma in the header! You can create a header when using Microsoft Word by clicking on View, Header/Footer, Blank. Then click on right justify on the home tool bar, type your last name, space, then click in the Header/Footer box "add page number." Now you can choose whether you want a "different first page" or not. It's magic! And if your paper ends up being longer than two pages, the header will automatically appear on each page without your having to do anything. You'll notice that I've switched to Comic Sans font, 10 point.

Of course, you won't be printing on the back of your papers to turn in; I'm just conserving paper used for handouts on this page. I'll conserve further by putting this document on my Legacy web page, so if you lose this sheet, you can find the instructions at [LegacyChristianAcademy.org](http://LegacyChristianAcademy.org), Faculty, Earney. I've given you several different font choices on this handout, and shown you that to change fonts, you often have to change the size to match the Times New Roman size. Basically, when I ask you to type a one-page paper, you should be able to get twenty-four lines of type on a page, and approximately 285-305 words on the first page. A 500-word essay will equal about 1 ½ pages. If you ever find yourself without the means to type a paper and must handwrite it, remember that handwriting is larger than type. Always double the number of pages when handwriting – a one-page typed paper becomes a two-page handwritten paper – but remember that one page of type also means I'm expecting about 300 words. If you tend to handwrite in large letters, you'd be safer to count your words than to count sheets of paper. This two-page handout totals 715 words; thus, a scholarship prompt that requires 500-750 words is 1 ½ to 2 pages in length, because you won't use an MLA heading taking up your first four lines of type on the first page.