Jane Nguyen

Palshaw

English IV

22 Sept. 2013

Center Title Here

Indent the first line of each paragraph. Type in 12-point Times New Roman font and double-space your essay; use one-inch margins on all sides. Using a header, type your last name and insert page number in the upper-right corner of each page. In the upper-left corner, list in order your full name, your instructor’s name, the course title, and the due date. Below that, center your title. Do not enlarge or bold your title, and do not use a book title or an assignment label, such as Analytical Essay; be creative with your title. Remember to capitalize and italicize any *Book Title* referenced in your paper. Regarding quotations, “If you insert a quotation less then four lines, embed it in you’re paragraph and punctuate it as seen hear. Be sure too site the author and page number. However, if you are using multiple titles, indicate both the author and page number [sic]” (Jones 26). If there is a mechanical, grammatical, or spelling error or errors in the text you are citing, type the quotation as it appears. Follow the quotation with [sic]. If you need to incorporate a quotation more than four lines, use this format:

Quotations of four or more lines are set off from the body of the paragraph. Use a colon in the line preceding the quotation, then drop to the

next line, indent ten spaces or two tabs, and reproduce the quotation. You

do not need to use quotation marks because the indentation implies that it is a quotation. However, you still need to cite your source. This time, the citation appears after the period. (Armstrong 90-91)

Upon completing your quotation, you should resume your paragraph at the far left margin; do not indent. You will need to interpret your quotation and relate it to the point of your paragraph before moving on.

If you quote or borrow information from a secondary source, “Use standard quoting structure, and be sure to properly document your quotation with a parenthetical citation” (Gomez and Milligan). All citations should correspond to an entry on your Works Cited Page, which is an alphabetical list of your sources that comes at the end of your essay on a new page. Consult the CHS citation sheet and the Purdue OWL online for further explanation of MLA format and documentation guidelines.

Works Cited

Armstrong, Alan. *My Great Novel*. London: Preswick, 1964. Print.

Gomez, Maria, Ph.D., and Michael Milligan. “Our Great Analysis of Two Really Great

Novels.” *Great Books Forum*.18 Nov. 2009. Web. 5 Aug. 2011.

Jones, Amy. *My Even Greater Novel*. New York: Doubleday, 1980. Print.