Your name

Mrs. Bernardi

Name of Course

Due Date

Title – Exactly as it Appears on Your Outline Page

Indent all paragraphs. DO NOT quadruple space between paragraphs. You will lose points if you do. One inch margins all the way around the page – no more; no less.

Use the following fonts as the choices for typing your paper: Times, Times New Roman, Palatino, Adobe Garamond, or Cambria. Use 12 point PLAIN font for all text. No bolds or special fonts. Obviously, use italics as punctuation rules dictate. All text is double-spaced. Set your computer so you don’t have to remember to do it manually.

Short quotes (those of less than 4 full lines) are inserted directly into the text “like you see here” (Anderson 12). The source is cited in parentheses after the quote using the author’s last name and the page number. The ending punctuation for the sentence follows the right parentheses. Note there is no comma between the author’s name and page number. If you are paraphrasing or summarizing someone’s original idea, you MUST cite the source, even if it’s not a direct quote. If you do not, you are guilty of plagiarism. Rule of thumb: if you can find the exact same idea in 5 or more sources, it’s considered general knowledge and you do not have to cite it. If not, it must be cited.

Longer quotes (4 full lines or more) must be indented as follows:

The quote is indented on the left margin twice the distance you indent for a paragraph. Keep things simple. If you hit the tab for your new paragraph (as you should) hit the tab twice for an indented quote. This is assuming, of course, that you have set the margins evenly. You’ll notice that the right margin remains constant. (Burns 5)

Notice the punctuation and citation are slightly different on a long quote. Keep double-spacing throughout your paper. No extra lines were used to set off the quotes!