

Formatting Your Paper in Honors English

All papers handed in for Honors English are to follow MLA format guidelines. MLA is the universal citation method for the field of literary studies.

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper,
- Double-space ALL the text in your paper. NEVER double double space.
- Font size is expected to be Times Roman or Arial 10-12.
- Leave only one space after periods or other punctuation marks
- Set the margins of your document to 1 inch on all sides. Indent the first line of a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (See **Tip** below for instructions.)
- Whenever using a primary or secondary source, whether quoting or paraphrasing, you will make parenthetical citations in the MLA format such as (Smith 67).

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your first & last name, the assignment, the course & period (Example: Honors English – Period 2), and the date (06 October 2006). Be sure double-space this information.
- Double space again and center the title. Don't underline your title or put it in quotation marks. Type the title in Title Case, not all capital letters. (See title above as example.)
- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text. Here are two examples:
 - *Fear and Loathing in Las Vegas* as Morality Play
 - Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.

Tip on Formatting Your Header Correctly

In MS Word, you can easily include your name and page number on each page by following these steps:

1. Open "View" (on the top menu).
2. Open "Header and Footer." (A box will appear at the top of the page you're on. And a "Header and Footer" menu box will also appear).
3. Click on the "align right" button at the top of the screen. (If you're not sure which button it is, hold the mouse over the buttons and a small window should pop up telling you which button you're on.)
4. Type in your last name and a space.
5. Click on the "#" button which is located on the "Header and Footer" menu box. It will insert the appropriate page number.
6. Click "Close" on the "Header and Footer" window.

Now MS Word will automatically insert your name and the page number on every page of your document.