

MS/HS Campus Writing Format Guidelines

2011 Campus Edition – Based on MLA 7th Edition, 2009

Concept:

The purpose for having a campus-wide standard writing format is twofold: First, it develops unity and consistency from student to student, from classroom to classroom, and from grade level to grade level; and second, it ensures that all students are learning a “standard” writing format, such as they will encounter later in their college curriculum.

Source:

These format guidelines/policies are most closely related to the **MLA** (Modern Language Association of America) system and style, a common writing format used within the humanities—though other systems and styles exist, such as the **APA** and the **Chicago** styles.

General Manuscript Format Guidelines:

1. When writing a paper, the final thing to consider is manuscript format – how the paragraphs, sentences, and words look on the page. These guidelines are designed for typed manuscripts, but they can apply to handwritten papers as well. To *double-space* a handwritten paper, the student merely writes on every other line.
2. Under normal circumstances, these guidelines will be followed for course compositions.
3. In the MLA system and style, the Title page and first page are combined.
4. Beginning ½ inch (0.5) down from the top right-hand margin (in the “header”) should be the student’s last name and page number, starting with the Arabic number *1*.
5. Then 1 inch down from the top on the left-hand side of the page should be the following information in double-spaced format:
 - Student name
 - Teacher name
 - Course name
 - Due date of assignment
6. Next, double-space below this heading and place the title of the composition, using center alignment. The title is not punctuated, since it is unique to the student or the assignment.
7. Finally, double-space below the title and begin the text of the composition (or the assignment), continuing to use a double-spaced format throughout the entire paper.

8. If all formatting guidelines have been followed correctly, the final product should look like this:

Hess 1
Tony Hess
Mr. Mast
AP English Language and Composition
10 December 2011
Their Eyes Were on Realism
For many readers, the novel <i>Their Eyes Were Watching God</i> by Zora Neale Hurston has become a “cult classic” in various literary circles. For others, it ...

Specific Manuscript Format Guidelines:

For any given writing situation, there may be other elements that you as the instructor want to assign. Here are some additional MLA format guidelines for consideration:

1. **Paper / Font**

Use only white standard typing or computer paper. Use only size 12 font for all text. Use standard font styles, such as Times New Roman and Ariel.

2. **Margins / Indentions**

Except for page numbers, leave margins of one inch at the top and bottom and on both sides of the text. Indent the first word of a paragraph one-half inch (or 5 spaces) from the left-hand margin. Indent long, formal (“block”) quotations (those over 4 lines) one inch (or 10 spaces) from the left-hand margin. This applies to all lines of the formal quotation.

3. **Spacing**

Papers should be double-spaced throughout, including long formal quotations, notes, and the list of the works cited.

4. **Pagination (Page Numbers)**

Number all pages consecutively throughout the manuscript in the upper right-hand corner, one-half inch from the top and flush with the right-hand margin. Student’s last

name goes before the page number. Do not use the abbreviation *p.* before a page number or add a period, a hyphen, or any other mark or symbol.

5. Works Cited / References

The list of the works cited appears at the end of the paper. Begin the list on a new page and number the page (or pages), continuing with the next consecutive number after the final page of the text. Continue with the same page numbering format. Center the title, *Works Cited* or *References*, one inch from the top of the page. Double-space between the title and the first source entry. Begin each entry flush with the left-hand margin (just the opposite of a paragraph's indentation). If an entry runs more than one line, indent all subsequent lines one-half inch from the left-hand margin. Double space the entire list, both between and within entries, using as many pages as needed. Entries are alphabetized.

If all formatting guidelines have been followed correctly, the final product should look like this:

Hess 7
Works Cited
Johnson, Kirk. "The Mountain Lions of Michigan." <i>Endangered Species Update</i> 19.2 (2002): 27-31. <i>Expanded Academic Index</i> . Web. 26 Feb. 2009.
<i>Margaret Sanger Papers Project</i> . History Dept., New York U, 18 Oct. 2000. Web. 9 Feb. 2009.
Shiva, Vandana. "Bioethics: A Third World Issue." <i>NativeWeb</i> . NativeWeb, n.d. Web. 22 Feb. 2006.
Wood, James. <i>How Fiction Works</i> . New York: Farrar, 2008. Print.
Wood, Michael. "Broken Dates: Fiction and the Century." <i>Kenyon Review</i> 22.3 (2000): 50-64. Print.

What's new in MLA style?

<http://pages.mail.bfwpub.com/whatsnewinMLA/>

The Modern Language Association (MLA) has updated its guidelines for college and high school writers. What follows is an overview of the major changes in MLA style in the 7th edition of the *MLA Handbook for Writers of Research Papers* (2009).

Italics

- *Italics* is now used everywhere in place of underlining—for titles, for words, etc.

Medium of publication

- Every entry has a *medium of publication* designation, such as the following: Print, Web, Radio, Television, CD, Audiocassette, Film, Videocassette, DVD, Performance, Lecture, and PDF file.

Wood, James. *How Fiction Works*. New York: Farrar, 2008. **Print**.

Issue numbers for journals

- MLA no longer makes a distinction between journals paginated by volume and journals paginated by issue. All entries must have both volume *and issue* numbers for *all* journals.

Wood, Michael. "Broken Dates: Fiction and the Century." *Kenyon Review* 22.3 (2000): 50-64. Print.

Online sources

- MLA guidelines assume that readers can track down most online sources by entering the author, title, or other identifying information in a search engine or a database. Consequently, MLA *does not require a URL* in citations for online sources.
- MLA no longer requires the location of the database (the library name, for instance).
- MLA style requires a *sponsor or publisher* for most online sources. If a source has no sponsor or publisher, use the abbreviation "N.p." (for "No publisher") in the sponsor position.
- If there is *no date* of publication or update, use "n.d." (for "no date") after the sponsor.
- For an article in an online journal or an article from a database, give *page numbers* if they are available; if they are not, use the abbreviation "n. pag."

Web site

Margaret Sanger Papers Project. History Dept., New York U, 18 Oct. 2000. Web. 9 Feb. 2009.

Article on a Web site (no date)

Shiva, Vandana. "Bioethics: A Third World Issue." *NativeWeb*. NativeWeb, n.d. Web. 22 Feb. 2006.

Article from a database

Johnson, Kirk. "The Mountain Lions of Michigan." *Endangered Species Update* 19.2 (2002): 27-31. *Expanded Academic Index*. Web. 26 Feb. 2009.

In-text citations

- For unpaginated online sources (mostly Web sites), do not use a paragraph or section number (with "par." or "sec.") unless the source itself numbers its paragraphs or sections.