

- I. Size and type of paper
 - A. 8½ by 11 inches
 - B. White 20-pound or 24-pound multi-use paper is fine
- II. Margins, Spacing, Tabs and Font
 - A. 1” margin on all 4 sides
 - B. Double-spacing
 - C. ½” tabs for indentations. Use Tab key rather than 5 spaces.
 - D. Left-aligned or justified alignment
 1. Exception: title of paper is centered on the line (use same font & size)
 2. Exception: header with page number (see III)
 3. Exception: Works Cited (Bibliography) uses 1” hanging indents
 - E. Font should be Times New Roman or similar serif font; 12-point size. Bolding and italics should be reserved for section headings, if any (this guide sheet is in Times New Roman 12-point)
- III. Page numbering
 - A. Header on each sheet, right-aligned; ½” from edge
 - B. Student’s last name space page number in numerals
- IV. Heading on first page only
 - A. Left aligned
 - B. Student’s name
 - C. Next line = instructor’s name
 - D. Third line = course name
 - E. Fourth line = date (15 September 2010)
- V. Section Headings (if needed or requested by instructor)
 - A. Continue with same font size and double-spacing
 - B. Use Arabic numeral, followed by a period, a space, and then the section name
(*Example:* 1. The Habitat of the Forest Viola)

Correct Citation

I. Works Cited (Bibliography)

- A. Final page of document, with title centered but not italicized or in quotation marks
- B. Double-spaced, using a hanging indent
- C. Entry indicates medium of publication (print, web, video, interview, etc.)
- D. Standard order of publication information:
 - 1. Printed materials: Lastname, Firstname. Title of Book. Place of Publication: Publisher, Year of Publication. Print.
 - 2. Online materials: Editor, author, or compiler name (if available). Name of Site. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Web. Date of access.
- E. For other kinds of materials, consult owl.english.purdue.edu

II. In-text Citation (Parenthetical Citation)

- A. Follow the sentence(s) whose words or ideas are being cited
- B. Author's last name (signal word) appears in the sentence or inside the parentheses
- C. Page number, if any, appears inside the parentheses
- D. End punctuation comes after the parentheses
- E. Signal word matches first word of Works Cited entry which refers to the source being cited.

III. Direct Quotation and Paraphrases/Summaries

- A. Direct quotations must be enclosed within quotation marks (or, if longer than 4 lines, indented an additional .5 inch from left and right margins)
- B. Paraphrases and summaries must not include more than 2 words in a row the same as the source. Names, numbers, prepositions and articles do not count.

Jerome Thompson

Dr. Hildegarde Finch

Poetry 241

20 November 2010

Heading appears ONLY on page 1 of paper; left-aligned & double-spaced

Thompson 1

Header @ 1/2" down from edge; right-aligned; appears on ALL pages

1" margin on top, bottom, left and right.
1/2" tabs for indentations

The Forest Viola in Poetry and Song

Title is centered; extra spacing above and below title

The Forest Viola has long been a favorite for poets and musicians, for its dainty blossoms and hardiness in difficult habitats provide many aspects for comparison to human activities and emotions. Even in cultures which do not focus on forest surroundings, the Forest Viola appears in songs and poems. From the oral tradition of many clans in ancient Scotland, to the nomadic tribes of Northern Africa, the Forest Viola is part of the imagery of song. While the Forest Viola does not grow in most places, the wide geographic range of this small plant. What is the significance of the Forest Viola in song and poetry? What characteristics of this plant are most often used in comparisons?

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Sample in-text citations and associated Works Cited Entries

The transcontinental railroad had opened up this territory and the United States government wanted its citizens to live there. To encourage settlement, the government doubled the acreage a family could homestead from 160 to 320 acres, according to Egan's research (4). For many years things were good. The prairie grass was productive for cattle – they “fattened easily” on the grass (Egan 5). Until, that is, the rain stopped. Then the grasses died, and their shallow roots no longer could hold onto the soil. The wind didn't stop, and soon it wasn't just the dead grass that was blowing away: it was the earth itself. How could the people stay when not even the dirt was staying put? According to the film “Surviving the Dust Bowl,” presented on PBS' American Experience series, the exodus from the Dust Bowl-destroyed Great Plains was the largest movement of people in the history of the United States. 2.5 million Americans left the southern Great Plains to escape the Dust Bowl (“Mass Exodus from the Plains”).

Works Cited

- Egan, Timothy. *The Worst Hard Time: The Untold Story of Those Who Survived the Great American Dust Bowl*. Print. Boston: Houghton Mifflin Company, 2006
- “Mass Exodus from the Plains,” *Surviving the Dust Bowl*, 1930's Series of *American Experience*.
PSB.org n.d. Web. 24 February 2011.