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### Essay Format for Microsoft Office 2007

West High uses the Modern Language Association (MLA) format. The *entire* paper is double-spaced: click on *Page Layout, Paragraph*, and in *Spacing*, set *Before* and *After* to 0 pt. to prevent extra spacing. Use Times New Roman and 12 font. Use left align, except with the title and the header. Create the title with the “center” button, not the space bar; do not underline, italicized, or bold it. To create the header, click on *Insert, Page Number, Top of Page*, and *Plain #3*. To the left of the number, add your name and one space; highlight number and name and adjust size and font. Paragraphs begin with a five-space indent; use the tab key. Margins are one inch. Staple essay at the top left-hand corner. There is no cover page. When saving, click the drop-down menu *Save as Type* and select *Rich Text Format* for computer compatibility at West.

When referring to a book, use the author’s first and last name at first mention, Stanley West, for example. Afterwards, only the last name is used. The title of the book is italicized; in handwritten essays, underline titles. Provide the initials for the title or an unambiguous abbreviation in parentheses after its first use if you plan to use an abbreviation of the title. Do not provide an abbreviation, unless you use it. The page number of the quotation comes before the period at the end of the sentence. The following demonstrates these instructions: Sandy, the heroine of Stanley West’s *Finding Laura Buggs (FLB)*, explains that her friend’s mother

volunteers because her son died in the war. She appears to be “trying to do enough good in the world to bring her son back” (16). West’s *FLB* takes place during World War II.