FirstName LastName

English 2

Mrs. Giffen

Date

Center your Title: Capitalize it, Don’t Underline

 Tab once to indent. Begin the first paragraph immediately under the title. Notice that the title appears in the same font as the rest of the paper-12 point, Times New Roman. Do not use larger type, or try to bold the title or make it look fancy in any way. The only words that should be underlined in the title are the formal titles of books or journals that would “normally be underlined” (Hill 63). You can also choose to use italics instead of underlining titles. Short story titles must be put in “quotation marks”. Make sure you keep the same format throughout the paper. Your thesis belongs at the end of this paragraph.

 Any information that was not previous knowledge or “common knowledge” must have a citation (*Citations Galore* 103). Parenthetical documentation appears after the quotation marks but before the period. In the parenthesis, you must place the author’s last name and the page number the information was found on. If you take the information directly from the source word for word, you must also put it in quotations. If you have paraphrased the information, meaning you put it in your own words, you do not have to put quotation marks; you only have to cite the information. If multiple sentences are paraphrased from the same source and page, you can place one citation at the end of the paragraph to account for the source. (Murray 10-25)

 When writing a research paper, each paragraph should have at least one citation, excluding the introduction and conclusion. If your paper is longer than one page, you must place your last name and page number on every page except the first page. To do this, click on view, than click on header/footer. Type your last name, all the way on the right hand side. A gray box should appear with icons. Use the one for page numbers, and click on the option “different first page” (Rich 390). Do not use I, me, my, our, you, we etc in your paper. If you need help when formatting your paper, do not hesitate to ask.

Works Cited

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