

Beatrix Kiddo (Your name goes here! And your last name goes before the page number.)

Bowen

Comp 1

1 Apr. 2024

## Intriguing Title to Catch the Reader's Eye

These instructions refer to the free online version of Word available through your college (my.nscc) email. To get to that software, open your college email, and look for the

square that contains squares  at the far left of the screen, below the blue symbols.

MLA requires a half-inch (0.5in) indent at the beginning of each paragraph. Do not use the spacebar to indent a paragraph—it will not be consistently half an inch, as required. Instead, with your cursor on the paragraph, go to formatting. Do that by clicking the three dots (...) on the menu bar (it's usually at the end of the line on the Home Ribbon (Home is where you see the font info and is what first appears on the screen by default)).



When you click the three dots, select Special Indent from the pop-up box. A new pop-up box appears. Select First Line. It will default to half an inch (0.5in).

You may find it easier to just type, and then indent all paragraphs at once. If so, once you have paragraphs, highlight them (don't highlight everything—you don't want to indent the title or the ID lines at the top). Then follow the instructions in the paragraph above. That will put a first-line indent on each paragraph.

Here are a few notes:

- Use a standard font (Aptos, Times New Roman, or Arial) and font size (11, 12, or 14 pt.) Use the same font and font size all the way through the paper.
- Use the default margins, which are 1" all the way around (top, bottom, left, right).

This is automatic when I open a file, so I rarely even think about it.

- The paper must be doublespaced, from your name at the top all the way to the end.

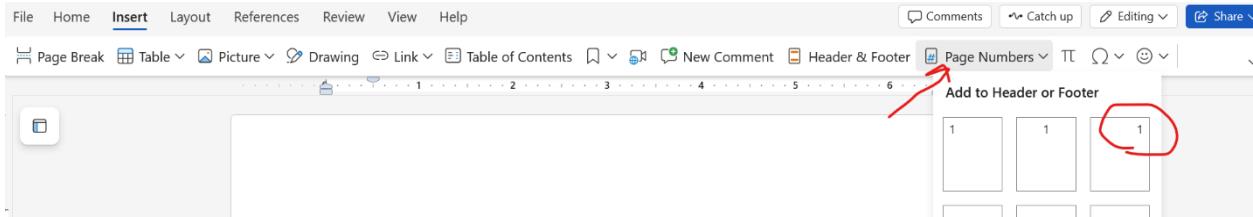
In Word, highlight whatever you have typed and then, from the Home ribbon, click those three dots (...) at the end of the menu bar. Select Line Spacing. In the pop-up box, select "2."

- The four ID lines in the upper left go only on the first page (not in the Header, which would put them on every page). They are in this order:

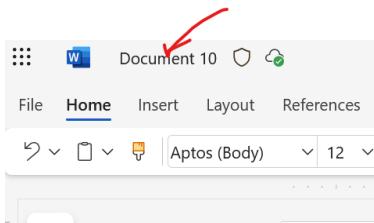
- Your Name (Use the name you want to be called and your last name.)
- Instructor Name (just "Bowen" is fine.)
- Class Name ("Comp 1" or "ENGL 1010")
- Date (Use MLA style: day month year; abbreviate all months except May, June, July.)

- The title must be centered. But do not center it immediately (or everything that follows will also be centered!). First, type the title on the left margin and click Enter. Then move your cursor back up to the title and click the Center button—let the word processor center for you.
- The pagination line for MLA goes in the top right of the Header. Use the automatic page numbering in your word processor. In Word, click Insert from the menu bar

and then select Page Number. Then choose the option that shows the number in the top right.



- Once that number appears, your cursor is right in front of it (even though it's hard to see). Before you do anything else, type your last name and a space. (If you see this: <#>, that's the actual page number. Just type your last name and a space in front of that.)
- The page number is in the Header of the paper; to move out of it, move your cursor down to the paper and double-click.
  - To return to the pagination line in the Header, move your cursor there and double-click.
- Name the file (don't submit a file called Document 22!). To do that, click the filename at the top left of the screen, and then type the name of the file.



- Name the file using your name and the assignment, for example: **Beatrix Kiddo Essay 1.**
- In Word, the file should save to **.docx**. If you are using another word processor, be sure to save the file as one of these types: **.docx** or **.doc**; **.rtf**, or **.odt**.

- Do **not** submit a .pdf or .pages (or other file types!).
- Do **not** submit a link to the file; you must upload the file.
- There are several ways to download the file; here is one: Click File on the far left of the menu bar. Select “Create a Copy,” and then select “Download a Copy.” The file will appear under Documents on your machine.
  - Another way is to click File on the far left of the menu bar, select “Export,” and then choose “Download as ODT.”
  - In either case, the file should appear in your browser, and you can decide where to file it on your device so that you can upload it to the Dropbox when you submit it.

### **How to Add a Works Cited Page**

When the time comes to write a documented essay, the Works Cited will be the last page of the file. Do not start that page by clicking Enter over and over and over.

Instead, on the line after your essay ends, hold down the Control (CTRL, or CMD in Apple) key and click Enter. That starts a new page.

## Works Cited

At the top of that new page, type the title—Works Cited—and click Enter to move to the next line. Then go back to that title and click the Center button to center it. (Be sure to wait to center it, or everything under it will be centered and then have to be fixed!)

Your source entries must use a hanging indent. First, type the entry (or all of the entries), starting on the left margin (do not indent them; they are not a paragraph). Then, with your cursor on that entry (or do them all at once by highlighting all the entries), click those three dots (...) on the menu bar. Choose “Special Indent” and select “Hanging.”

Here’s an example of a hanging indent source entry:

Ridley, Jim. *People Only Die of Love in Movies: Film Writing by Jim Ridley*. Edited by Steve Haruch. Vanderbilt University Press, 2018.