**Bold Title in Title Case (Just Don’t Call It Rhetorical Analysis)**

Indent the first paragraph at 0.5 inches. The entire text should be double-spaced and have 12 point font. It doesn’t matter what font style you use, but be consistent throughout the entire paper. Times New Roman font is a good choice if you’re not sure what font style to choose. Be sure to also add a page number in the upper, right-hand corner of the page. Microsoft Word (and most other word processing software) will insert the page numbers on every page for you if you click “Insert” and then select page numbers. You can also double click on the top of a page to open the “header” and then insert page numbers as described above.

When you’re including a citation, remember there are two ways to do it. You can include a parenthetical citation after summarizing a source (Smith, 2019), but if you quote a source, you’ll also want to include a page number (Smith, 2019, p. 19). For this class, if there are not page numbers, simply put the author’s last name and the date; you do not need to include the paragraph number. You can also use a narrative citation to introduce a source; for example: According to Hopkins (2021), you don’t have to cite common knowledge (e.g. Joseph Smith’s first vision happened in 1820), but you must include citations in your paper if you use any information that’s not widely/easily accessible from outside sources in the paper.

For the references page, be sure to put all sources in alphabetical order. Double space them and use a hanging indent (this helps make it clear where one source starts and finishes). Microsoft Word will automatically insert the “hanging indent” for you if you (1) select the text of the citations on your references page, (2) go to “Format” and then select “Paragraph,” and (3) click on “Special” (a drop down menu that allows you to choose hanging indents). Last, but not least, be sure to check out the sample essays’ formatting for the references pages. These will help you to know exactly how to cite the speeches you will analyze for this assignment (Catt, 1917).

**References**

Catt, C. C. (1917, November). *Address to the Congress on women’s suffrage.* American Rhetoric. https://www.americanrhetoric.com/speeches/carriechapmancattsuffragespeech.htm

Hopkins, D. S. (2021). *A web article about citing sources in APA.* Website. https://URL

Smith, A. M. (2019). *A book about writing APA papers* (3rd ed.). Publisher.