Step 1  
Click Page Layout; Margins; Normal (1"). For spacing, go to Home; click on arrow to right of Paragraph; under Line spacing, select Double. Under Spacing, set “Before” and “After” to “0 pt.” Click OK. Click Home to choose font type and size.

First name Last name  
Instructor name

Course & section #

Paper due date

Date format = day month year. Ex: 30 September 2016

Margins are 1” on all sides.

Step 2  
Click Insert; Page #; Top of Page; Plain #. 3. Type last name. Hit space bar. Highlight text and set font type and size to the same as that in the paper. At top right, click Close Header.

This is the first sentence of my introduction. Introductions are important, as they are the only chance to make a good first impression on the audience. In this paragraph, I should get my reader’s attention with an interesting fact, statistic, or story. I should also make sure I identify my paper’s topic and scope; this may involve my thesis statement. I want to give the reader a good idea of the aspects I will be covering and why I will be covering those. I will avoid clichés and purpose statements, using meaningful attention-getters instead. It is also especially important that my introduction reflect the rest of my paper; after I draft my body paragraphs and conclusion, I will need to go back and re-read and revise my introduction to make sure everything fits.

In my first body paragraph, I will develop my first point, which will probably require me to incorporate some of my research. When I quote a source in my paper, it is as if I am inserting someone else’s voice into my monologue. If I do this without the proper transition, my writing will not flow smoothly and may not make sense to the audience (Miseon and Dolan 62). I will want to be sure to introduce sources properly by using signal phrases. As a Writing Center handout says, writers should “[i]ncorporate quotations into [their] own sentences” (“Using Sources”). In my next paragraph, I could also paraphrase or summarize a source. To do this, I would restate the idea(s) presented in my source, but I would use my own words to express those ideas (Cox).

*Arts & Culture*, The Huffington Post, 19 July 2016,

www.huffingtonpost.com/entry/why-poetry-is-the-best-medium-for-kids-who-want-to-change-the-world_us_578c0c57e4b03fc3ee5146d3.


Miseon, Kim, and Michael Dolan. “‘Excuse Me, but What Is a Research Paper?’ Embedded Librarian Program and Information Literacy Skills of Community College Students.”

*Community & Junior College Libraries*, vol. 21, no. ½, Jan.-June 2015, pp. 53-70.


*Note: See p. 53 in *MLA Handbook*, 8th ed., regarding optional elements, such as accessed date; see p. 41 for information about supplying the publisher’s name for various kinds of organizations; see p. 48 for information on the use of DOIs versus URLs.