

TITLE

Subtitle

Byline

The information found on these pages is to help you format your Essays, Reports, Research Papers, and Personal Narratives correctly. Everything listed is in sequence of what you should do first when you open up a new document to type your paper.

### Margins

Set your margins before you begin typing. Right, left, top, and bottom margins should be set at 1-inch on an unbound report. Leave a 1 ½-inch left margin on a left-bound report. Bound reports are reports where you have been asked to place your paper in a three-ring folder.

### Page Numbers

The page number on the first page is usually suppressed (turned off). However, if a page number is used on the first page, center it at the bottom of the page. Page numbers on succeeding pages are usually placed either in the upper right corner even with the right margin or centered at the bottom of the page.

### Widows and Orphans

Widows (the last line of a paragraph that appears on the first line of a page) and orphans (the first line of a paragraph that appears on the last line of a page) should be avoided. Make sure the Widow/Orphan feature is turned on before you begin typing.

## Title or Main Heading

Place your title or main heading of a report 2-inches from the top of your paper. The first page has the 2-inch margin and a 1-inch top margin on all succeeding pages.

The title or main heading of a report is typed in all capitals and is centered on the line. It is followed by a quadruple space if there is no subtitle. A subtitle or subheading is centered a double space below the title in initial caps and is followed by a quadruple space if there is no byline. A byline gives the name of the writer. The byline is centered in initial caps a double space below the subtitle and is followed by a quadruple space.

Some college professors and schoolteachers prefer that you either key your name and period in the upper right/left hand corner or key a separate title page. If you key your name in the upper right/left hand corner, continue to follow the instructions for where to place the title, you may still have a subtitle, but leave off the byline. If you are asked to key a title page, do so by centering it vertically. Continue by typing the Title; enter 12 times; key your name; double-space; enter class name and period if appropriate; double space; and then key the date.

## Double Space Reports

Reports are usually double-spaced and paragraphs are indented 5 spaces. Turn on the double-spacing after you key the Title or Main Heading. Remember do not hit enter twice after a paragraph once the double-spacing is turned on. You want two spaces between paragraphs, and by entering twice you'll end up with four when the double-spacing is on.

### Secondary Heading in Body of Report

Secondary headings in the body of the report are centered and preceded and followed by a double space. Main words are capitalized.

## Side Headings

Side headings are underlined and typed at the left margin. Main words are capitalized. Side headings are preceded and followed by a double space. Side headings are major subdivisions or major topics of a report.

Paragraph headings. Paragraph headings are underlined, indented, and followed by a period and the paragraph text. (A paragraph heading is part of the paragraph.) Only the first word is capitalized.

## Works Cited MLA Documentation Style

There are specific guidelines when using MLA. If your teacher or professor desires that you use another style, check with them for instructions. The below information is on MLA:

In MLA long quotations (4 lines or more) are doubled-spaced and indented one-inch from the left margin. If using Microsoft Word you can adjust the margin under Format/Paragraph/Indentation. Remember there should be no quotation marks in a long quotation.

References are used to give credit to the source of information. Textual citations are references included in parentheses in the body of the report. Textual citations include the name of the author, and the page number of the material cited. Example: (Charles Jones, 26)

The work cited page has the title of bibliography, references, or works cited centered on the page followed by a double space, and is located after the body of the paper. They are doubled spaced and remember to indent second line of each by using the *hanging indent* feature found in Format/Paragraph/Special. Works cited are listed alphabetically by author's last name and appear at the end of the paper on a separate page. (See example on next page)

## Bibliography, References, or Works Cited

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Savers. Spring 1997. Texas Water Resources Institute. 9 Nov. 2000

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Nebel, Bernard J., and Richard T. Wright. Environmental Science. 6th ed. Upper Saddle River,

NJ: Prentice Hall, 1998.

Opie, John. Ogallala: Water for a Dry Land. Lincoln, NE: University of Nebraska Press, 1993.

Sheaffer, John R., and Leonard A. Stevens. Future Water. New York: William Morrow and

Company, 1983.

Zwingle, Erla. "Wellspring of the High Plains." National Geographic Mar. 1993: 800-109.

### \*\*\*\*A Special NOTE:

To help you key a reference correctly try going to the Riverton High main webpage. Click on Media Center under Other information. Then click Research, Pioneer, World Book Encyclopedia, then on the green bar at the right click World Book Advanced. Once on the next page look at the left side for Citation builder.

Follow the directions, and when finished you will have an example of MLA or APA. Cut and paste the citation information to your report document remembering to use your hanging indents. Adjust the font and size to match the rest of your report.