**Paper format instructions**

* **Type** the essay with **one-inch margins** all around.
* **Do not use a title page.**
* Type name, date, and course title, single-spaced, on the first page in the **upper right-hand corner**. Center the title. **Do not indent** the first paragraph, but **indent** the beginning of each subsequent paragraph **without skipping any extra lines**. Line-skipping is important for the Web, since indentation doesn't work. But for printed material, line-skipping is unnecessary.
* **Double space** the entire paper; do not use 1 ½ spacing to save room; do not produce extra lines between paragraphs to take up more room. **Do not justify the right margin**.
* 5. Be sure to **number** pages, in the top right-hand corner. If the wordprocessing program makes it easy, include your last name with each page number. **Include a "Works Cited" page when you use sources outside of our texts.**
* **Always keep a copy of the paper: back up on a thumb drive.**
* For **poetry**, enclose titles of individual poems in double quotation marks and cite line numbers, like this: ("Nutting," 12).  
  For **drama**, italicize or underline the play's title and cite act, scene, and line numbers, like this: (*Tempest*, 4.1.148-50).  
  For **prose**, italicize or underline the book's title and cite page numbers, like this: (*God of Small Things*, 23). Notice that numbers are cited **without** an accompanying "page," "pp," "lines," or other identifier: rely on the audience to know the quoted material's format. If the paper concerns one text, no need to repeat the text's title each time you cite it--just use the appropriate poetic line or prose page numbers. Most important, **be consistent in the reference style you choose.**
* "Periods and commas go **inside** quotation marks," she said. "Quoted material counts"; still, semi-colons and dashes go **outside** quotation marks. When choosing whether to include the text's punctuation in a citation, think about how it will appear to the reader. Does the exclamation point, or the dash, or another mark make a difference to the paper's argument, for which the line is an example? Then include it. If you need to change a word within a quotation in order to make it grammatically fit a sentence, use [square brackets], not parentheses, around the changed word.
* When quoting several lines (but no more than about seven), **block** (that's the technical term) the quotation by indenting ten spaces from the left and ten from the right. This indentation replaces quotation marks: **do not use quotation marks with block quotations** (unless quoting something, like dialogue, already in quotation marks in the text).
* When quoting in block quotation style, the page number appears in parentheses **after** the final punctuation.