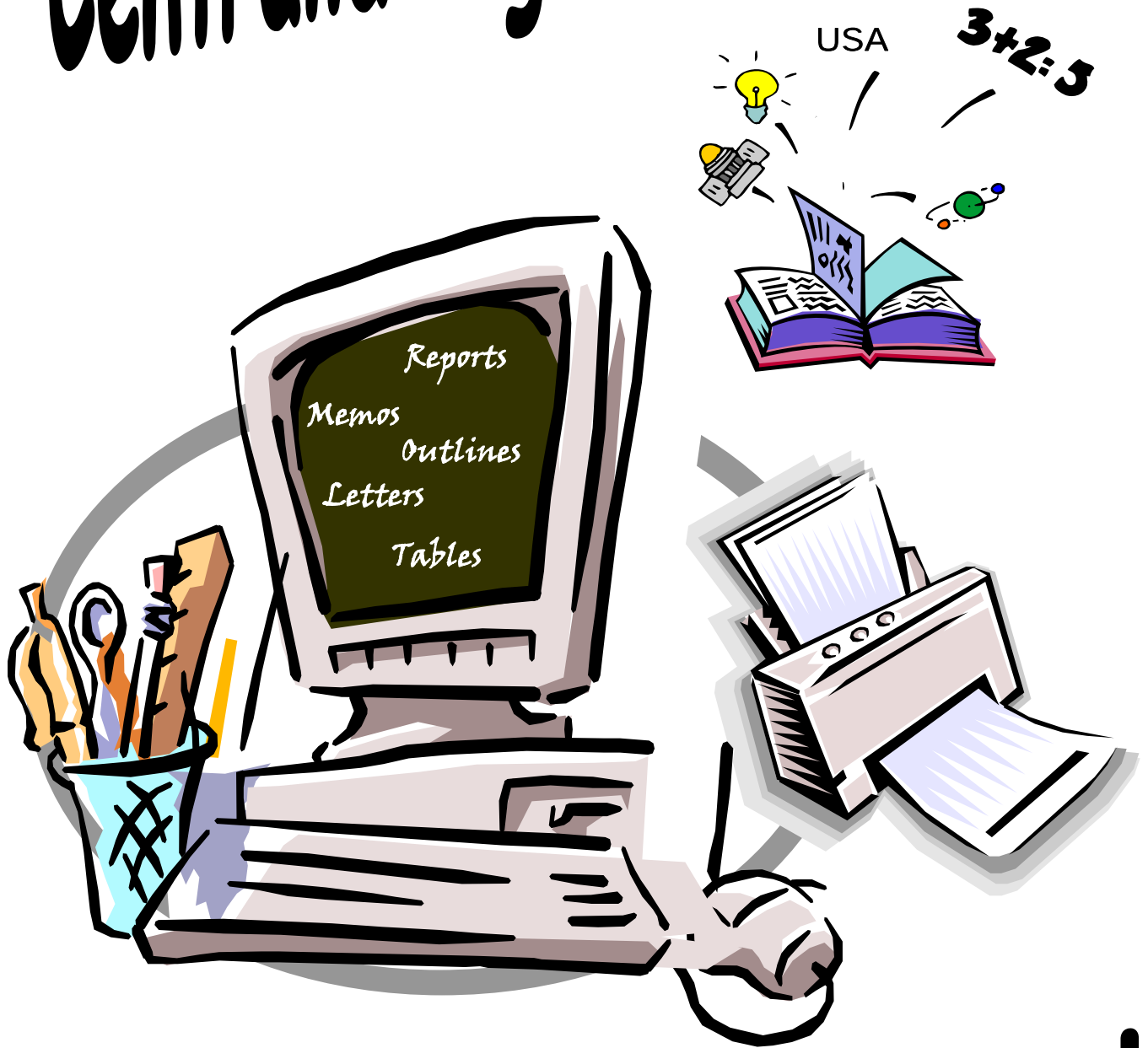


Centralia High School



Style Manual

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Introduction

Intent of Manual

The purpose of the Centralia High School Style Manual is to provide standardized school-wide document formatting instructions. By utilizing these standardized document formats, students will be better able to produce quality work in a shorter amount of time. Teachers will be able to focus instruction upon their curriculum content rather than upon the mechanics of formatting the document. All CHS teachers and students should follow this manual for all written work.

Formatting Style

The formatting style and sample documents included in this manual are from the following sources: Century 21 Keyboarding & Information Processing by Jerry W. Robinson, et. al., South-Western Publishing Co., 1997; MLA Handbook of Writers of Research Papers Sixth Edition, by Joseph Gibaldi, The Modern Language Association of America, 2003; and The Research Paper by Sharon Sorenson, Amsco School Publications, 1994. Sample documents are from these texts also. Information on MLA formatting is taken from these web sites:

www.mla.org

http://owl.english.purdue.edu/handouts/research/r_mla.html

The following website has great examples for writing a paper in MLA style

<http://webster.comnet.edu/mla/index.shtml>

MLA handbooks can be found in the CHS library and any English instructor.

Software

The software instructions included are for Microsoft Word 2003 (Microsoft Word 2000 should be the same or similar). These instructions direct the user to specific menus and commands rather than toolbar icons or shortcuts. The menus and commands will appear in *italics*. Always click OK after selecting the final command.

Correspondence Standard Memo



A **memo** (memorandum) is an informal written means of communication used by individuals within the same organization. Read the sample memo for additional formatting instructions.

Create a new word processing document

- Set margins
File/Page Setup Margins Tab Section
2" *Top*
1" *Left/Right*
1" *Bottom*
- Vertical spacing
Use Word default (preset option) for single spacing
- Tab settings
Use Word default (preset option) for tabs

Get Set



Key the memo

- Follow the sample memo document for spacing within the memo
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember

- Personal titles are not used in the To: and From: lines
- Spell out the month (no abbreviations)
- Allow word wrap within each paragraph

**Winning
Tips**



Correspondence
Personal Business Letter



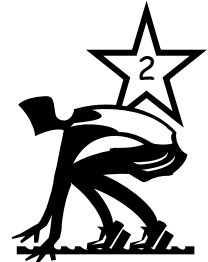
**On Your
Mark**

A **personal-business letter** is used by an individual to communicate with family/friends or with businesses/organizations. Study the sample personal business letter for formatting instructions.

Create a new word processing document

- Set margins
File/Page Setup Margins Tab
2" *Top* (See note below on use of letterhead)
1" *Left/Right*
1" *Bottom*
- Vertical spacing
Use Word default (preset option) for single spacing

Get Set



Key the letter

- Follow sample letter document for spacing within the letter
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember

- If you print on personal letterhead, omit the Return Address and leave at least one blank line between the letterhead and the date
- State abbreviations: Use 2 capital letters with no space between them and no ending period
- Salutation: Use first name for friends and family
Use title plus last name for business letters
- Date: Spell out the month (no abbreviations)
- Space between closing & writer's name is for written signature

**Winning
Tips**



*Alternative Punctuation Style Mixed
Punctuation places a colon after
salutation and comma after the closing*

Dear Thomas:

Sincerely,

Return Address

1000 East Third Street
Centralia, IL 62801

Date

October 3, 2010 → Press enter key 4 times

Letter Address

Mr. Thomas L. Carter
7247 West Jefferson Street
Omaha, NE 68114 → Press enter key 2 times

Salutation

Dear Thomas → Press enter key 2 times

Body

Your telephone call Wednesday was a really pleasant surprise. Life for both of us since college has been exciting as well as challenging, it seems. I enjoyed your call. → Press enter key 2 times

You asked me for a sample of a personal-business letter to use as a guide; here it is! This is block style (all lines start at the left margin) with open punctuation (no punctuation after the salutation and closing).

← Press enter key 2 times

If you are printing on plain paper, don't forget to include your two-line address before the date. If you use personal letterhead, begin keying with the date. You press the enter key after keying each line except in the body. Allow word wrap as you key the paragraphs in the body of the letter. Spell check and proofread your letter very carefully. → Press enter key 2 times

I am looking forward to seeing you over the Thanksgiving holiday! → Press enter key 2 times

Closing

Sincerely → Press enter key 4 times

Andrea Riley

Writer's Name

Andrea Riley

*Personal Business Letter
Font shown in Times New Roman/Size 12
Document Shown Reduced*

Correspondence Business Letter



**On Your
Mark**

A **business letter** is used by a business/organization to communicate with people outside its company. Business letters will be printed on letterhead stationery so the two-line return address is not needed. The remainder of the letter resembles the personal-business letter. If the sender did not key the letter, initials of the person who keyed the letter (reference initials) are placed at the left margin after the keyed name of the sender.

Create a new word processing document

- Set margins
File/Page Setup Margins Tab Section
 - 2" *Top* (See note below on use of letterhead)
 - 1" *Left/Right*
 - 1" *Bottom*
- Vertical spacing
Use Word default (preset option) for single spacing



Get Set



Key the letter

- Follow the sample letter document for spacing within the letter
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember

- If you create the letterhead, use .5" top margin; leave at least one blank line between the letterhead and the date
- State abbreviations: Use 2 capital letters with no space between them and no ending period
- Salutation: Use title plus last name
- Date: Spell out the month (No abbreviations)



**Winning
Tips**

OFFICE CONSULTANTS, INC.

7245 INDUSTRIAL PLAZA
ST. LOUIS, MO 60611
314.543.1234

Alternative Punctuation Style Mixed
Punctuation places a colon after salutation and comma after the closing

Dear Mrs. Byers:

Sincerely,

Date → October 3, 2010 → *Press enter key 4 times*

Letter Address { Mrs. Nelda Byers
Central High School
65 Union Avenue
Omaha, NE 68114 → *Press enter key 2 times*

Salutation → Dear Mrs. Byers → *Press enter key 2 times*

Your question about the effect of word processing equipment on the need for keying accuracy is a good one. → *Press enter key 2 times*

Accuracy of documents processed is just as important now as ever before. The ease with which keying errors can now be corrected, however, has shifted the emphasis from number of input errors made to skill in finding and correcting these errors. → *Press enter key 2 times*

A major weakness of those who take employment tests is their inability to detect and correct the errors they make. Therefore, we suggest that employee training should emphasize proofreading and error correction rather than error-free input. → *Press enter key 2 times*

Closing → Sincerely → *Press enter key 4 times*

Leslie Bancroft

Writer's Name → Leslie Bancroft, President → *Press enter key 2 times*

mlw ← **Reference Initials**

Business Letter

Font shown in Times New Roman/Size 12

Document Shown Reduced

Themes

Themes assigned in various classes should be formatted in the MLA (Modern Language Association) style. If research is conducted and cited, use the research paper style contained in this manual. See the sample research report for a description of distinctive features of an MLA report (pages 18-19).



**On Your
Mark**

Spacing After Punctuation

CHS will use **two** spaces after all punctuation **ending a sentence** to improve readability. MLA style will allow either one or two spaces at the end of a sentence as long as there is consistency. To facilitate keying citations in a Works Cited page, space **one** time after **any** punctuation mark.

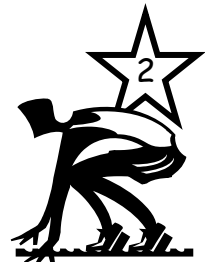
Italics or Underlining

Because the type style of every letter and punctuation mark must be easily recognizable, italic type is sometimes not distinctive enough. In printed material submitted for grading and editing, therefore, words that would be italicized in a publication are usually underlined to avoid ambiguity. Check with your instructor on how to represent italicization.

Create a new word processing document

- Set margins (MLA uses 1" for all margins)
File/Page Setup Margins Tab Section
1" *top, bottom, left, right* (Use default .5 for header margin)
- Set vertical spacing (Entire report is double spaced)
Format/Paragraph Indents & Spacing Tab Section
Spacing Section *Line Spacing/Double*
- Set page numbering (Top right corner Last Name #)
View/Header and Footer
(A dotted-line box labeled Header will appear)
Format/Paragraph Indents and Spacing Tab Section
Alignment Section In drop down menu select *Right*

Get Set



Some teachers prefer that no number page number appear on the first page in the running head. Follow your teacher's preference.

View/Header and Footer/Lay Out Tab/ ✓ Different First Page

- Insert the page number
Inside dotted-line box, key your last name then press the spacebar one time
Click the *# icon* in the header and footer toolbar to insert page number
Click Close button in the header and footer toolbar
(Displaying page number on page one is default setting)
- Set font & size
Format/Font Times New Roman Regular 12
- Paragraph tabs
Press the tab key to indent paragraph; use Word tab default (preset option)



Key the theme

- Allow word wrap when keying paragraphs
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember these special Word features

- Control orphan/widow lines (a single line of a paragraph by itself at the bottom or top a page)
Format/Paragraph Line and Page Breaks Tab Section
Pagination Section ✓ *Widow/Orphan Control*
- Use thesaurus to use just the right word
Select word
Tools/Language/Thesaurus
- Check the length of the theme
Edit/Select All
Tools/Word Count



Remember line spacing should be set on double **before** Keying!

Barker 1

Colin Barker → *Press enter key 1 time*

Mrs. Sue Shepard → *Press enter key 1 time*

English III → *Press enter key 1 time*

17 October 2010 → *Press enter key 1 time*

Homeland Book Review

→ *Press enter
key 1 time.*

Homeland, John Jake's formidable novel about the final explosive events of the nineteenth century, is the first in a series that will focus attention on a new "Jakes" family, the Crowns. → *Press enter
key 1 time.*

Multiple characters and settings are the norm for Jakes; however, this story rivets primary attention on Paul Crown, a young German immigrant. Paul leaves behind a Germany of cholera, poverty, and political upheaval only to face problems of equal magnitude in America. → *Press enter
key 1 time.*

Undaunted by a difficult ocean crossing, Paul arrives at Ellis Island penniless but naively optimistic about his future. He makes his weary way to the opulent home of his uncle, Joe Crown, a well-established brewer in Chicago. Jakes uses the Chicago setting as a backdrop for his "class struggle" motif which is central to the plot of his story. → *Press enter
key 1 time.*

Paul's uncle, Joe, and cousin, Joe Jr., are foils in this class struggle that ultimately fractures the Crown family and forces Paul to leave his uncle's home to find work on his own. The behavior and work ethic of Joe Jr., who is born to wealth and privilege in America, is juxtaposed with that of immigrant Paul. Jakes portrays Joe Jr. as spoiled and without focus, especially when compared to Paul's mature approach to life and work. → *Press enter
key 1 time.*

Jakes utilizes the character of Paul to introduce the reader to the fledgling business of moving pictures. Paul is fascinated with this new "art form" which involves him in many adventures including war, a brush with death, and marrying his first love. → *Press enter
key 1 time.*

Theme

Font shown in Times New Roman/Size 12

Document Shown Reduced

This first novel of the Crown series does a creditable job in setting the stage for future adventures of Paul Crown and his budding new family.

Theme

Font shown in Times New Roman/Size 12

Document Shown Reduced

Research Papers

Often formatting your report is almost as challenging as writing the report. To simplify this process, Centralia High School will use the MLA (Modern Language Association) style for **reports and research papers**. This style is widely used for scholarly manuscripts and student research papers. Distinctive features of the MLA style are described in the sample report (pages 18-19). Read this report **before** you begin keying your paper.



Spacing After Punctuation

CHS will use **two** spaces after all punctuation **ending a sentence** to improve readability. MLA style will allow either one or two spaces at the end of a sentence as long as there is consistency. To facilitate keying citations in a Works Cited page, space **one** time after **any** punctuation mark.

Italics or Underlining

Because the type style of every letter and punctuation mark must be easily recognizable, italic type is sometimes not distinctive enough. In printed material submitted for grading and editing, therefore, words that would be italicized in a publication are usually **underlined** to avoid ambiguity. Consult your instructor for their preference.

Distinctive MLA Features

• **Parenthetical Citation**

Parenthetical citation is used to credit the use of another's exact words or ideas. The source is placed inside parentheses one space after a phrase or a quote. The specific content for this type of notation depends upon the wording in the report. See the sample research report for examples of parenthetical notation (pages 18-19).

Examples :

- Key only the page number in parentheses if the author's name is used in the sentence or quote. (54)
- Key both author's name and page number in parentheses if the author's name is not used in the sentence or quote. (Jones 54)
- Key author's name, text, and page number if more than one work by the author is used. Separate the name from the title with a comma. (Jones, The Last Dinosaur on Earth 54)



- **Long Quotations (more than 4 lines)**

A quotation of more than four lines will be keyed without the use of quotation marks. It will start on a new line and will be indented one inch from the report's left margin. If this quotation contains multiple paragraphs, each one begins on a new line and is indented an additional half inch (a total of $1\frac{1}{2}$ inches from the report's left margin). At the conclusion of the quotation, a new line begins at the report's left margin of one inch. See the sample research report for an example of a long quotation (page 19).

Instructions:

- Press enter key once to create a new line for the quote
- To set one-inch indent for a long quotation
*Format/Paragraph Indents and Spacing Tab Section
Indentation Section Left Key 1*
- Key the quote
If it is more than one paragraph, press the tab key to indent the first line of each paragraph an additional one-half inch
- Press enter key once after keying the last line of the quote
- To remove the one-inch indent to return to report text
*Format/Paragraph Indents and Spacing Tab Section
Indentation Section Left Key 0*

- **Works Cited**

Any references used in writing the research paper are listed on the Works Cited page. These appear on a separate page following the body of the research paper. The entries for references used in the paper are arranged in alphabetical order using a hanging indent format. See sample citations on pages 14-15 and in the sample research paper (page 20). Books and magazines should be underlined. Titles of articles are enclosed in quotation marks. Within each entry, space only **one** time after any punctuation mark. The entry ends with a period.

Instructions

- A page break allows you to force the beginning of a new page.
*Press enter key after you key the last line of your report
Insert/Break/Page Break*
- Use a hanging indent for source entries
*Format/Paragraph Indents and Spacing Tab Section
Indentation Section Special Option
From drop down menu select Hanging then key .5*

On Your
Mark



Sample Citations: Entries are double spaced with hanging indentions; word wrap will begin the second line. Most should follow this format: **Author's Last name, Author's First name. Title of Book. Place of Publication: Publisher, Year.** See specific examples below keyed DS with hanging indent turned on.

Book by single author

Bergman, Ray. Fresh-Water Bass. New York: Alfred A. Knopf, 2000.

Book by two/three authors

First author: Last name, First name Other authors: First name Last name

Cousteau, Jacques-Yves, and Philippe Diolo. Life and Death in a Coral Sea. Garden City, NY: Doubleday and Company, Inc., 2007.

Book by four or more authors

Porter, Roy E., et al. The Writer's Manual. Palm Springs: ETC Publications, 2004.

Book by a corporate author

The Reader's Digest Association, Inc. America the Beautiful. Pleasantville, NY: The Reader's Digest Association, Inc., 2006.

Edition of a book

Macrorie, Ken. Writing to Be Read. 3rd ed. Portsmouth, NH: Boynton/Cook Publishers, 2006.

Article in a reference book

"Steinbeck, John." Contemporary Authors. 2007.

Government publication

United States Dept. of Labor. Bureau of Statistics. Dictionary of Occupational Titles. 4th ed. Washington: GPO, 2008.

Article from monthly periodical

Alva, Walter. "The Moche of Ancient Peru: New Tomb of Royal Splendor." National Geographic June 2000: 2-15.

Article from weekly or biweekly periodical

Cahan, V., and D. Blank. "The Good Earth May Get Even Harder to Till." Business Week 4 June 2001: 140.

Unsigned magazine article

"Sheep's Best Friend." Harrowsmith Mar.-Apr. 2005: 117.

Signed article in newspaper

Zeman, David. "Don't Presume Justice." The Miami Herald 25 Mar. 2004, Final ed.: B2.

Letter to the editor

Haskins, Christina S. Letter. Princeton Post Dispatch 20 Mar. 2007: 14.

Pamphlet

Wetlands: Indiana's Endangered Natural Resource. Indianapolis, IN: Indiana Department of Natural Resources, 2008.

Letter

Stallings, Karen. Letter to the author. 4 July 2003.

Interview

Muldoon, Bridgette. Personal interview. 27 Sept. 2008.

Lecture, speech, or address

Gillespie, Marcia Ann. Address. Opening General Sess. NCTE Spring Conference. Indianapolis, 15 Mar. 2008.

Electronic sources

Electronic source citation formatting is based upon MLA style. See the official MLA Handbook for more info or check the following websites:

<http://webster.comnet.edu/mla/index.shtml>

http://owl.english.purdue.edu/handouts/research/r_mla.html

www.mla.org Frequently Asked Questions

MLA normally requires at least 2 dates to be fully identified.

Date of posting of electronic publication

Date of access—if accessed more than once give the last date of access.

Display in this style: 15 Oct. 2010

Date of print publication if provided

MLA requires the use of angled brackets around the electronic address (URL). To display the angled brackets < and > (shift of , and .) you must turn off the default setting in Word that creates hyperlinks:

Tools/AutoCorrect/AutoFormat Tab/Replace Section

Remove • from option Internet and Network Paths with hyperlinks

Sample Electronic Citations: Entries are double spaced with hanging indentions; word wrap will begin the second line. Most should follow this format:

Author (last name first). "Title of Article. (if any)" Title of Site Date of Electronic Publication or Update.

Name of Institution that sponsors site. Date of Access <URL>.

See specific examples below keyed DS with hanging indent turned on.

Web page format

Author (last name first if given). Name of Page. Date of Posting/Revision. Date of Access <URL>.

The Purdue OWL. 26 Aug. 2008. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2008

<<http://owl.english.purdue.edu>>.

Article in online journal or magazine

Author (last name first). "Title of Article." Title of Journal Volume. Issue (Year): Pages/Paragraphs. Date of Access <URL>.

Fitter, Chris. "The Poetic Nocturne: From Ancient Motif to Renaissance Genre." *Early Modern Literary Studies* 3.1 (Sept. 1997): 60 pars. 4 Mar. 2004
<www.humanities.ualberta.ca/emls/03-2/fittnoct.html>.

Article in a Discussion Group or BLOG

Norton, J.R.. "Torture at Abu Ghraib: A Timeline." *The O'Franken Factor* (June 2004): 34 pars. 24 May 2004 <<http://www.airamericaradio.com/bin/blogExcerpts.cfm?blogId=1&prg=3>>.

E-mail

Author (last name first). "Title of Message (if any)" E-mail to Author. Date of Message.

Listserv posting

Author (last name first if given). "Title of Posting." Online Posting. Date of Posting. Name of listserv. Date of Access <URL>.

Electronic database

Author (last name first). "Title of Article. (if any)" Title of Site Date of Electronic Publication or Update.
Name of Institution that sponsors site. Date of Access <URL>.

Create a new word processing document

- Set margins (MLA uses 1" for all margins)
File/Page Setup Margins Tab Section
1" *top, bottom, left, right*
- Set Vertical Spacing (Entire report is double spaced)
Format/Paragraph Indents & Spacing Tab Section
Spacing Section *Line Spacing/Double*
- Set Page Numbering (MLA displays the page number in the top right corner of every page preceded by the writer's last name)
View/Header and Footer (Dotted line Header box will appear)
Format/Paragraph Indents and Spacing Tab Section
Alignment Section In drop down menu select *Right*
- While in the dotted line box, key your last name then press the spacebar one time

Get Set



- To insert the page number: Click the # icon in the header and footer toolbar
Click Close button in the header and footer toolbar
Word by default setting will display the page number on page one
- Set Font & Size
Format/Font Times New Roman Regular 12
- Paragraph Tabs
Use Word default tab setting; press the tab key to indent paragraphs



Key the report

- Allow word wrap when keying paragraphs and entries in Works Cited
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*
- Review distinctive feature notes

Remember

- Control orphan/widow lines (a single line of a paragraph by itself at the bottom or top a page)
*Format/Paragraph Line and Page Breaks Tab Section
Pagination Section ✓ Widow/Orphan Control*
- Use thesaurus to use just the right word
Select word
Tools/Language/Thesaurus
- Check the length of the research paper
*Edit/Select All
Tools/Word Count*
- Space **one** time after any punctuation that separates data in the Works Cited entries
- Proofread the entire paper carefully paying particular attention to the Works Cited page
- Don't forget the period at the end of each Works Cited entry
- Make a back-up copy of your report on a different disk
- **SAVE! SAVE! SAVE!**

Winning
Tips



Research Report Without Title Page

Remember line spacing should be set on double **before** keying!

Student Last Name 1

Student Name → *Press enter key 1 time*

Instructor Name → *Press enter key 1 time*

Name of Class → *Press enter key 1 time*

17 October 2010 → *Press enter key 1 time*

Standard Format for an MLA-Style Research Report → *Press enter key 1 time*

A contemporary method of documentation is appropriate for reports that contain information from only a few sources (Harcourt 448). Place the parenthetical notation at the end of a sentence, at the end of a clause, or at the end of a phrase. One space after the text cited, enclose in parentheses the last name of the source and the page number. If there are two authors, key both names; if there is no author, use a shortened version of the title. If you are citing more than one work by any author, key the author's last name, title of the work, and the page number. Separate the name and title of the work with a comma. ← *Press enter key 1 time*

The MLA-style (Modern Language Association of America) report that is illustrated here is a popular style that can be used. There are several key differences between this style and other formats. An MLA-style report has one-inch side, top, and bottom margins. The entire report is double-spaced, including quotations, documentation, and the space below the title. → *Press enter key 1 time*

A title page is optional. Information normally found on the title page (writer's name, teacher's name, course title, and date) is keyed on the first page beginning one inch from the top margin starting at the left margin. → *Press enter key 1 time*

MLA Formatted Report
Font shown in Times New Roman/Size 12
Document Shown Reduced

Page numbers for all pages (including the first) are keyed at the right margin one-half inch from the top edge of the paper. The writer's last name precedes the page number. → *Press enter
key 1 time*

Another difference is the way that long quotations are keyed in the MLA style. In the MLA Handout for Writers of Research Papers, Gibaldi provides these guides for keying long quotations:

*Press enter to start a new line
then set the 1" Paragraph
Indentation*

If a quotation runs four or more typed lines, set it off by beginning a new line indented one inch from the left margin; key it (still using double-spacing) without adding quotation marks. A colon may introduce a quotation displayed in this way, though sometimes the context may require a different mark of punctuation, or none at all. If you quote only a single paragraph, do not indent the first line more than the rest. If your quote is more than one paragraph in length, indent line one (only) of each paragraph an additional half inch. A parenthetical reference to the long quotation follows the last word of the quotation. (73)

*Press enter to start a new line then remove the
1" Paragraph Indentation*

Continue to double-space the text following the quotation, indenting only the first line of each paragraph one-half inch (five spaces). An example of the "Works Cited" page is illustrated on page 3. Notice that it is also double-spaced and that entries are arranged in alphabetical order with the second and succeeding lines of each entry indented one-half inch.

Force new page for Works Cited

Works Cited → *Press enter*
key 1 time

Set hanging indent

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: The Modern

Language Association of America, 2008. → *Press enter*
key 1 time

*Allow word wrap when keying
source entries*

Harcourt, Jules, A. C. Krizan, and Patricia Merrier. Business Communication. 3d ed. Cincinnati: South-

Western Educational Publishing, 2006. → *Press enter*
key 1 time

MLA Formatted Report
Font shown in Times New Roman/Size 12
Document Shown Reduced

Title Page



**On Your
Mark**

A MLA research paper does not need a **title page**. If your teacher requires a title page, format it according to the instructions you are given. Usually you will **omit** the author, course, teacher, and date from page one of the paper when a title page is used.

Page one will contain the running head with author's last name page number and the title of the paper. See the sample title page and sample page one of the paper on pages 22 and 23.

Create a new word processing document

- Set margins
File/Page Setup Margins Tab Section
2" top, bottom, left, right
- Set vertical spacing (Entire title page double-spaced)
Format/Paragraph Indents & Spacing Tab Section
Spacing Section *Line Spacing/Double*
- Set alignment on center
Format/Paragraph Indents and Spacing Tab Section
Alignment Section In the drop down menu select *Centered*

Get Set



Key the title page

- See the sample title page for vertical spacing
- Key the title in initial uppercase letters
(No underscore, quotation marks, or periods)
- Key the word **by** in lowercase
- Key your name in initial uppercase
- Key the following information on 3 separate lines:
Course title and/or number
Teacher's name
Date in day/month/year order (month spelled out)
- Save document *File/Save As* Enter filename
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*



Remember

- Don't forget to remove the four paper identification lines from page one
- Proofread title page carefully; it creates a first impression

**Winning
Tips**



Optional Title Page

Standard Format for an MLA Style —→ *Press enter key once*

Research Report —→ *Press enter key 3 times*

Text appears off center because of
vertical spacing instructions

by —→ *Press enter key once*

Student Name —→ *Press enter key 3 times*

Course Name —→ *Press enter key once*

Instructor Name —→ *Press enter key once*

17 October 2010

Title page
Font shown in Times New Roman/Size 12
Document Shown Reduced

Page One of Research Paper with Title Page

Student Last Name 1

Standard Format for an MLA-Style Research Report

A contemporary method of documentation is appropriate for reports that contain information from only a few sources (Harcourt 448). Place the parenthetical notation at the end of a sentence, at the end of a clause, or at the end of a phrase. One space after the text cited, enclose in parentheses the last name of the source and the page number. If there are two authors, key both names; if there is no author, use a shortened version of the title. If you are citing more than one work by any author, key the author's last name, title of the work, and the page number. Separate the name and title of the work with a comma. ← *Press enter*
key 1 time

The MLA-style (Modern Language Association of America) report that is illustrated here is a method that can be used. There are several key differences between this style and other formats. An MLA-style report has one-inch side, top, and bottom margins. The entire report is double-spaced, including quotations, documentation, and the space below the title. ← *Press enter*
key 1 time

A title page is optional. Information normally found on the title page (writer's name, teacher's name, course title, and date) is keyed on the first page beginning one inch from the top margin starting at the left margin. ← *Press enter*
key 1 time

Page numbers for all pages (including the first) are keyed at the right margin one-half inch from the top edge of the paper. The writer's last name precedes the page number. ← *Press enter*
key 1 time

Page One of Report Using Title Page
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Outlines



**On Your
Mark**

An **outline** organizes the writer's material; it shows the order in which topics will be presented and the relationships among the information. Topic outlines are more popular, but sentence outlines are sometimes used. In a topic outline, use words, phrases, or clauses; in a sentence outline, use complete sentences. Do not mix the two.

If your teacher requires a title page, format it according to the instructions you are given. If an outline is required with a research paper, include a thesis statement before the first point in the outline.

Create a new word processing document

- Set margins
File/Page Setup Margins Tab Section
1" top, bottom, left, right
- Set tabs
Format/Tabs

Key .25	<i>Right</i>	<i>Set</i>	
Key .5	<i>Left</i>	<i>Set</i>	
Key .75	<i>Left</i>	<i>Set</i>	
Key 1	<i>Left</i>	<i>Set</i>	
Key 1.25	<i>Left</i>	<i>Set</i>	
Key 1.5	<i>Left</i>	<i>Set</i>	<i>OK</i>
- Set vertical spacing to double-spacing

Get Set



Go

Key the outline

- Follow the sample outline document for proper format
- Use the tab key to align the points in the outline
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember

- Keep points of similar importance ranked equally
- A single subpoint may not stand alone
- Points that are equal in importance should be parallel in form
- Align points of the same rank (I, II, III, or A, B, C for example)
- Remember to use your tab key not the space bar to align points
- Do not key periods at the end of the phrase in a topic outline

**Winning
Tips**



Outline ← *Press enter key 1 time*

Thesis statement: The final outline used in the MLA research paper should contain a thesis statement. It should briefly describe the content of the paper. ← *Press enter key 1 time*

- I. Purpose of outlines
 - A. Writer's or speaker's plan
 - B. Order topics will be presented
 - 1. Importance of topics
 - 2. Relationships of topics
- II. Types of outlines
 - A. Topic
 - B. Sentence
- III. Rules for outlining
 - A. Arrangement
 - 1. Main points
 - 2. Subpoints
 - B. Points equal in importance
 - 1. Should be parallel
 - 2. Should be indented equally
 - 3. Should be coordinated
 - C. Cannot use single subpoints

Topic Outline
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Science Department
Lab Report



**On Your
Mark**

Read the sample **lab report** to see what content should be included in reporting the results of a lab. When writing the report, no personal references such as "I, we, my, our, etc." should be used.

Create a new word processing document

- Set margins
File/Page Setup Margins Tab Section
1" top, bottom, left, right
- Vertical Spacing
Use Word default (preset option) for single spacing

Get Set



Key the lab report

- Key your name and hour in the top right corner
- Follow the sample report document for spacing within the lab report
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember

- Space two times after a colon (:)

**Winning
Tips**



Student Name
Class & Hour ↘
Press enter
Key 2 times

TITLE: A short phrase telling what is investigated in the experiment ← *Press enter*
Key 2 times

PARTNER: List lab partner(s) here ← *Press enter*
Key 2 times

PURPOSE: There should be at least two purposes stated; the direct purpose of the experiment and the educational purpose. The educational purpose is the concept the experiment is reinforcing or new equipment or laboratory techniques that are being used. ← *Press enter*
Key 2 times

EQUIPMENT: List of the equipment and/or apparatus used during the experiment. ← *Press enter*
Key 2 times

PROCEDURE: A step-wise listing of what is done during the experiment. The procedure should be complete enough that a person with laboratory experience comparable to the student but with no prior knowledge of the experiment could repeat it from the procedure given. Diagrams and drawings of assembled apparatus are helpful and recommended when they add to the understanding of the procedure. ↘
Press enter
Key 2 times

OBSERVATIONS: List as needed ↘
Press enter
Key 2 times

DATA: Organize the information collected during the experiment into table form, if possible. ↘
Press enter
Key 2 times

CALCULATIONS: Any calculations necessary to the interpretation of the data. Section is not necessary if the laboratory is qualitative in nature or calculations are not required to draw a conclusion from the data. ← *Press enter*
Key 2 times

ERROR: Calculation of percent error and/or discussion of sources of error ← *Press enter*
Key 2 times

CONCLUSIONS: The interpretation of the data presented with no personal reference, such as "I, we, my, our, etc." and in sentence form.

Science Lab Report
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Tables



**On Your
Mark**

To make data easier to read and understand, it is often arranged in rows and columns—a **table**. Rows are horizontal and columns are vertical; the intersection of a row and column is called a cell. Data is keyed into each cell and formatted. The entire table may be centered horizontally. The borders may be displayed or hidden. Use the table menu and commands to create a table.

To create a table

- Position the cursor on the line where the table should begin
- Press enter key twice to leave room for title
Table/Insert/Table
Key in the number of columns & rows



Get Set

To key data

- Click mouse pointer in cell and key data
- Press Tab key to move to next cell
- To delete data highlight data and press *Delete Key*

To end table

- Click on the blank line below table



To enter a title for the table

- Click mouse pointer on a line above table
- Key and format title

To format data

- To align data horizontally in a cell
Click in cell
Format/Paragraph Indents & Spacing Tab Section
Alignment In drop down menu select *left* or *centered* or *right*
- To apply character format (such as bold, italics) to data in cell
Highlight data *Format/Font* Select desired features

To format table

- To change width of column
Place mouse pointer on divider line between columns
When you see  drag the line left/right
- To change height of row
Place mouse pointer on divider line between rows
When you see  drag the line up/down



Go



- To center entire table horizontally click somewhere within table
Table/Table Properties Table Tab Section
Alignment Select center
- To delete:
Table Click within table *Table/Delete Table*
Row Click in row to be deleted *Table/Delete Row*
Column Click in column to be deleted *Table/Delete Column*
- To insert:
Row Click in row beside where new row will be
Table/Insert Row above or below
Column Click in column beside where new column will be
Table/Insert Column above or below
- To hide row/column borders click somewhere within table
Table/Table Properties Table Tab Section
Borders and Shading None Icon
- To restore row/column borders click somewhere within table
Table/Table Properties Table Tab Section
Borders and Shading All Icon
- Save document before keying *File/Save As* Enter filename
- Save document every 5" while keying *File/Save*
- Spell check *Tools/Spelling and Grammar*
- Proofread carefully
- Print document *File/Print*

Remember

- Enter column headings in row 1
- Use the Help Menu to use other table commands



Table with borders

PSAE ASSIGNMENTS

Student	Teacher	Room
Joe Bain	Paula Becker	2061
Sara Elliott	Kent Van Cleve	2011
George Smith	Tom Siegler	2028

Table without borders

PSAE ASSIGNMENTS

Student	Teacher	Room
Joe Bain	Paula Becker	2061
Sara Elliott	Kent Van Cleve	2011
George Smith	Tom Siegler	2028

Tables

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