

	<p style="text-align: right;">1 inch ↓</p> <p style="text-align: right;">1/2 inch ↓</p> <p style="text-align: right;">Last Name 1</p>	
<p>1 inch →</p>	<p>First Name Last Name</p> <p>Teacher's Name</p> <p>Course Name</p> <p>Day Month Year</p> <p style="text-align: center;">Centered Title: Major Words in Capital Letters</p> <p>Your first paragraph should start just below the title, without any extra spaces. All of the text in your report should be the same size and style, preferably Times New Roman size 12. Do not put the title in bold or underline it. MLA style says to underline or italicize the titles of books, movies, journals, and other major works. Whether you underline or italicize these titles, be consistent throughout your report.</p> <p>Indent each paragraph one-half inch, and do not skip lines between paragraphs. The margins that border the page should all be one inch, and left-justify the text (including the text on your Works Cited page, which should be its own page at the end of your paper and should also be double-spaced). Avoid hyphenating words at the end of a line of text; let it wrap naturally.</p> <p>When you quote from a source, put the quotation marks inside of your citation and then the period outside of your citation. Be sure to cite your sources whether you paraphrase or quote them, "which will help you avoid plagiarism" (Jones 7). To include a quote of four or more full lines of text (a block quote), introduce the information, usually with a colon or comma:</p> <p style="padding-left: 40px;">Then start a new line and indent one inch. Type the quote exactly as it appears in your source, but do not put quotation marks around the text. When you cite your source, put the period inside the citation. Note that this is different from how you would cite a quote that is less than four lines long. Typically, you should avoid ending a paragraph with a block quote and shouldn't use many block quotes, if any. (Smith 18)</p> <p>Instead, when you have completed the quote, come back to the left side of the page and wrap up your thought before moving on to the next paragraph.</p>	<p>1 inch ←</p>
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