

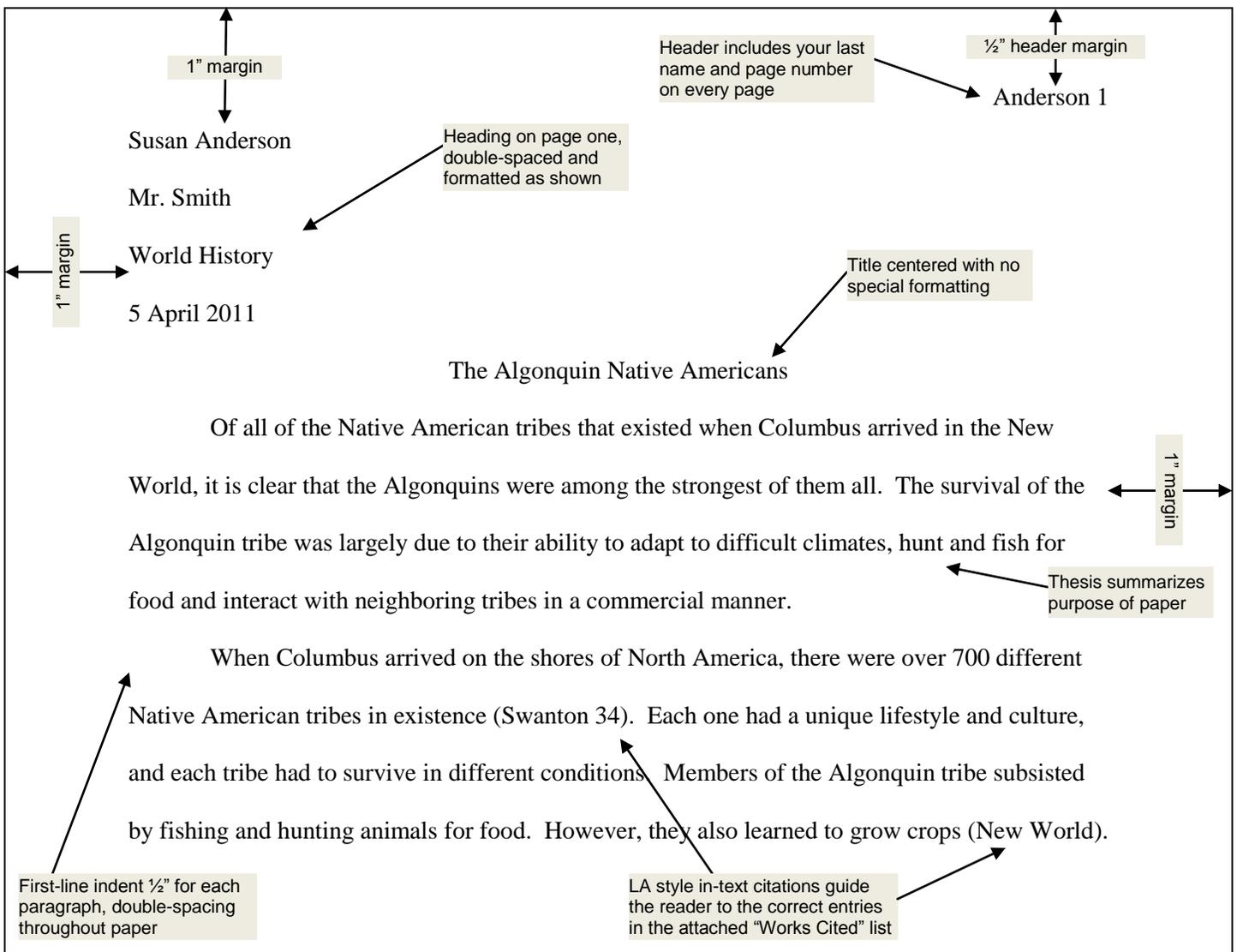
Nicaragua Christian Academy – Paper Formatting Guidelines (MLA Style)

The following guidelines should be used for all typed papers in 5<sup>th</sup> grade and higher:

1. Font: Times New Roman, size 12
2. Margins: 1", with ½" header margin
3. Spacing: **double-spaced throughout paper**, including heading; one or two spaces between sentences are both acceptable but it is important to be consistent
4. Paragraphs: first line indent ½", **no extra spacing between paragraphs**
5. Heading: left-aligned; double-spaced; first page only; includes student name, teacher name, class, date in following format: 5 September 2011
6. Title centered, not underlined; no extra spacing before or after title
7. Header: your last name and page number on top right corner of every page (unless teacher requests to have no header on the first page)
8. In-text citations: use MLA format (Author last name and page number in parentheses)
9. Works cited: at end of paper body; one book or source per line (arranged in alphabetical order), double-spaced, hanging indent of ½"; use MLA format

Specific standards can be found at <http://owl.english.purdue.edu/owl/resource/747/01>

Example:



Example of last page and works cited:

The diagram illustrates the layout of a page. At the top right, a header margin of 1/2 inch is shown above the page number 'Anderson 3'. A 1-inch margin is indicated on the left side of the page. The main text consists of two paragraphs. The first paragraph begins with 'because the Bible says that "the love of money is a root of all kinds of evil" (1 Timothy 6:10)'. The second paragraph begins with 'In the end, it is clear that the Algonquin tribe possessed the skills and flexibility necessary to survive in a difficult region of the country. The Algonquin communities continue to survive, even though the world around them has changed drastically over the past centuries.' Below the main text, the 'Works Cited' section is centered. A note indicates that works cited may be on a new page or the last page after skipping a few lines. The 'Works Cited' section contains three entries: 'Algonquin.' from the *New World Encyclopedia* (2009), *NIV Student Bible* (2003), and a book by John R. Swanton (1990). A note indicates a hanging indent of 1/2 inch for each paragraph and double-spacing throughout.

1" margin

1/2" header margin

Anderson 3

because the Bible says that "the love of money is a root of all kinds of evil" (1 Timothy 6:10).

In the end, it is clear that the Algonquin tribe possessed the skills and flexibility necessary to survive in a difficult region of the country. The Algonquin communities continue to survive, even though the world around them has changed drastically over the past centuries.

1" margin

Works cited may be on new page or last page after skipping a few lines

Works Cited

"Algonquin." *New World Encyclopedia*. 2009. Paragon House Publishers. 2 Apr 2011.  
<<http://www.newworldencyclopedia.org/entry/Algonquin>>

Swanton, John R. *Indian Tribes of North America*. New York: Native American Books Distributor, 1990.

*NIV Student Bible*. Grand Rapids: Zondervan, 2003.

Hanging indent 1/2" for each paragraph, double-spacing throughout

### Citing sources

**Book:** Author last name, first name. *Title*. Place of publication: publisher, year published.

Jones, Michael. *Why Horses Can't Fly*. New York: Scholastic, 1998.  
*NIV Student Bible*. Grand Rapids: Zondervan, 2003.

**Internet:** Name of author or editor. Title of page. *Title of website* (if different). Publisher or sponsor of this website, if available; date of publication, if available. Medium of publication (Web). Date accessed. URL in angle brackets (include only if the reader cannot easily find the website with a search), end with a period.

"Earthquake Shatters Building." *CNN.com*. Cable News Network, 28 Jul 2006. Web. 24 Aug 2008. <<http://www.cnn.com/US/0607/28/earthquake/>>.  
O'Henry, Ryan. "Mystery Mountain." *AllStories.com*. Web. 28 Jul 2006.