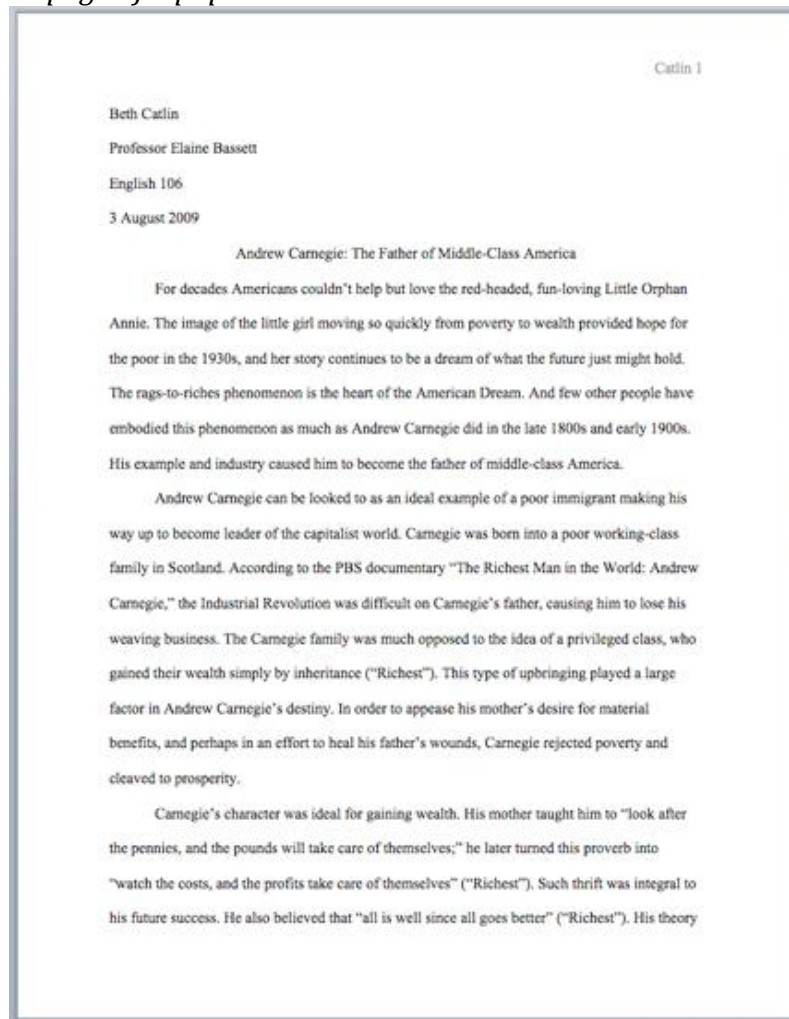# Formatting Guidelines for All Written Work in LAII

Typed:
- Essays must follow Modern Language Association (MLA) format
- Your name, teacher, class, and date (Day Month Year) go in upper left corner, double-spaced
- Body of paper should be double-spaced
- All essays, both formal and informal, must have a title. Center the title but do not format it in any other way.
- Insert page number with your last name in front
- Use font no larger than 12 point in a legible font: Times New Roman, Arial, Cambria, etc
- There should be a 1 inch margin on all sides

Example of the first page of a paper:

Catlin 1

Beth Catlin

Professor Elaine Bassett

English 106

3 August 2009

Andrew Carnegie: The Father of Middle-Class America

For decades Americans couldn't help but love the red-headed, fun-loving Little Orphan Annie. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Andrew Carnegie can be looked to as an ideal example of a poor immigrant making his way up to become leader of the capitalist world. Carnegie was born into a poor working-class family in Scotland. According to the PBS documentary "The Richest Man in the World: Andrew Carnegie," the Industrial Revolution was difficult on Carnegie's father, causing him to lose his weaving business. The Carnegie family was much opposed to the idea of a privileged class, who gained their wealth simply by inheritance ("Richest"). This type of upbringing played a large factor in Andrew Carnegie's destiny. In order to appease his mother's desire for material benefits, and perhaps in an effort to heal his father's wounds, Carnegie rejected poverty and cleaved to prosperity.

Carnegie's character was ideal for gaining wealth. His mother taught him to "look after the pennies, and the pounds will take care of themselves;" he later turned this proverb into "watch the costs, and the profits take care of themselves" ("Richest"). Such thrift was integral to his future success. He also believed that "all is well since all goes better" ("Richest"). His theory

See http://owl.english.purdue.edu/owl/resource/747/01/ for more details on MLA formatting. (There is a link on my webpage under the *Students* tab)

Typing an essay is always preferable to writing by hand. However, if it is absolutely necessary, you may turn in a hand-written essay. Please follow the following guidelines:
- Work must be written in black or blue ink only.
- Double-space (one line between each one written)
- Name, date, class period go in upper left corner of paper
- All essays, both formal and informal, must have a title

If you use Microsoft Word 2007, you must do the following before beginning your essay:
1. Be sure that your formatting toolbar is set to *Home*
2. Click on the arrow at the bottom right-hand corner of *Paragraph*
3. Be sure the spacing Before & After is set to *0*
4. Set your line spacing to *Double*
5. Check the box for *Don't add space between paragraphs...*
See below:
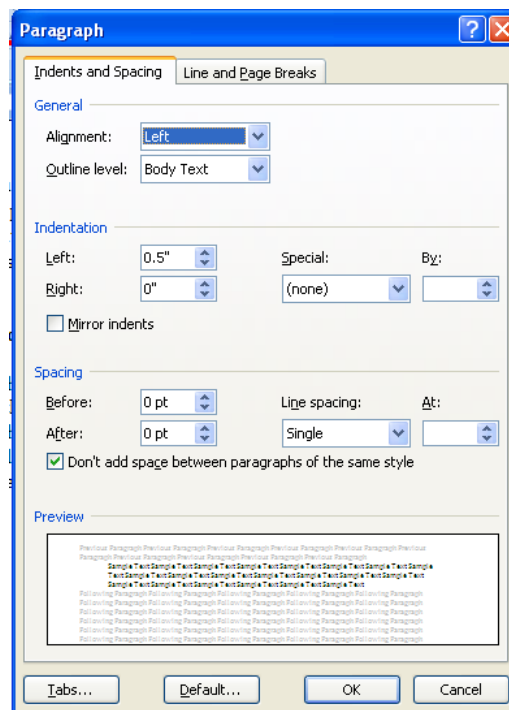
Tips:

1. Pay attention to your verb tenses
   a. Jem **is** the son of Atticus. He **was** always stirring up trouble. Not okay.
2. Avoid using vague words
   a. Things, stuff
3. Book titles get italicized (or underlined if writing); song titles, poems, and chapter titles go in quotations.
   a. Think, "if it's small it can hang from quotes; if it's big it needs to sit on a line." But remember, when typing you italicize instead of underline.
4. Pay attention to parallelism
   a. Incorrect: Italicize book titles and chapter titles go in quotations.
   b. Correct: Italicize book titles and put quotes around chapter titles.
5. Always give an author credit:
   a. "In John Steinbeck's *Of Mice and Men…*"
6. Assume your reader knows *nothing* about your topic.
7. Don't generalize.
   a. "People don't like to argue." Really? Nobody does?
8. Do not use 1st person.
   a. I think, I believe, In my opinion…
   b. Just state it! This will give your paper more conviction.