

The Vine Homeschool Co-op: High School Paper Policy (MLA Format)

Most high school upperclassmen from The Vine dual-enroll at FSCJ. The primary writing format used at FSCJ is the MLA (Modern Language Association of America). To aid in the students' understanding of MLA and to regulate style requirements between different subjects, all high school classes will now use the MLA format.

All subjects will use MLA format whether they are science, history, English/literature, or any other elective courses, no exceptions. All papers (book reports, research papers, essays, etc.) will be submitted in MLA format. Any paper not in MLA format will have 15 points deducted.

Adapting to the MLA format will accomplish three things. 1) Prepare students to dual-enroll. 2) Cut down on confusion on format/ length of papers desired in different classes. 3) Allow teachers to simply assign a desired word length for papers. (Teachers: Estimate 250 words per page when making assignments.)

Below is a brief overview of MLA style. A more complete description of MLA can be found in The MLA Handbook for Writers of Research Papers, 6th Ed. Another great source of information is Writers INC: A Student Handbook for Writing and Learning. An online source is www.owl.english.purdue.edu/owl/resource/747/01/

Paper: white, 8.5" x 11" paper, stapled or paper clipped in upper left corner. No binders unless requested by teacher.

Margins: 1" on all sides.

Spacing: Double-spaced throughout (including quotations, notes, and the list of works cited).

Paragraphs: First line of each new paragraph is indented a half-inch on the left. No blank lines between paragraphs.

Printing and fonts: Print only on one side of the page, in black ink. Use a 12 point font. Use plain serif or san-serif font – no cursive fonts. Some good serif choices are Times Roman and Palatino. Good non-serif fonts are Arial and Helvetica.

Page Numbers: Starting with the first page put page numbers a half-inch from the top edge of the paper, flush with right margin. Your last name should appear just to the left of the page number on every page. Your computer program can automatically insert page numbers.

Spaces between sentences: Put only one space between sentences.

Heading: At the top of the first page of the paper (below the top margin, of course, and flush with the left margin), place your name, your teacher's name, the course name, and the date you are turning in the paper, each on a separate line with double-spacing throughout.

Title: Research papers do not need title pages. Instead, place a centered title on the first page of the paper, separated from the heading by a blank line. Do not italicize or underline the title (though if you use a book title in your paper's title, you should italicize or underline it).

Here's an example of the first page of a paper, MLA-style (not to scale):

Harvey 1

Michael Harvey
Professor Lowi
Politics 101
11 November 2000

Lost in the Wilderness: Love and Longing in "L'Asino"

One of the chief themes in Machiavelli's work is that the political actor must not be restrained by any sentimental tenderness, whether self-pity or compassion for others. The political actor must be able to act freely without being checked by such qualms. The best political actor, Machiavelli insists, never takes off his armor. His startling condemnation of Cesare Borgia in *The Prince*, after almost a whole chapter of unstinting praise, can be understood from this perspective: in the end Machiavelli says Borgia fell because at one critical moment, after a lifetime of treachery, he was too soft, allowing

Above information adapted from: <http://nutsandbolts.washcoll.edu/mla.html>