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ENGL 101

Assignment 1

<div align="center">A Perfectly Formatted Paper</div>

This is an example of a perfectly formatted paper (according to standard MLA style). Notice that the title is centered but is otherwise in the same font as everything else. You should never italicize, underline, or boldface your paper's title. Notice also that there are no extra spaces between the title and the start of the first paragraph.

Each paragraph should begin by being indented by .5 inches. Usually, hitting the "tab" key at the start of a paragraph will automatically do this. There should be no extra spaces between the end of one paragraph and the beginning of the next one. This is a common mistake (partly because the default setting for some versions of Microsoft Word adds these spaces automatically). If you find that Word is automatically adding these spaces find the menu for "Alignment and Spacing"; once you've found it, look for an option that says "Paragraph Spacing." All the numbers under that option should be set to zero.

The font being used here is Times New Roman, size 12. This should be the font you always use in this class. Never change fonts or font size in the middle of a paper. Do use italics in your paper when useful, but do not use boldface or underlining (unless you are quoting from a source that used boldface or underlining).[1]

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[1] Use footnotes (not, in this class, endnotes) if you want to add information that supplements the text in the essay's body. Footnotes should be numbered with Arabic numerals and should be in the same size and type of font used in the essay's body: 12-point Times New Roman. Note that Word will not automatically preserve your primary font when adding a footnote, so you may have to manually correct the font. Footnotes should be single-spaced.

A margin is the space left on the side of a paper between the paper's edge and the start of the text. In your papers, your margins should always be set at 1 inch for all sides. Sometimes the default for Word is 1.25"; if that's the case for you, you'll need to find the menu for "Document Margins" and change it. If you're ever not sure whether your margins are right, compare your paper to this paper. Does your paper have the same amount of white space on each side, or does it have more?

Your papers should always be double-spaced. The reason for this is that double-spacing makes your paper easier to read. Double-spacing also makes it easier for your professor (or an editor) to make corrections or add comments. Imagine how difficult it would be to read hand-written comments if the paper were single-spaced.

Notice that in this paper all of the sentences (except those that are indented) start flush with the left margin. If you drew a line connecting where each line (except for the indented ones) starts on the left you'd thus have a perfectly straight line. If you look at the right side of this paper, however, you'll see that the same thing is not true for that side. Lines end in different places. If we drew a line connecting the end of each line, we'd thus have a jagged line. If your paper looks like this (the format is called "left justification"), it is correct. If, on the other hand, you notice that a straight line could be drawn on the right side too (a format called "full justification"), your paper is incorrect. Make sure that your paper is always left justified.

You'll notice that this paper has a very short heading. Some of your professors may require a specific kind of heading. For this class, put your headings in the body of the essay itself (and not in the "Header" space, which is actually above the essay's body) and double-space them just as you have the rest of your paper. Also, there should be no extra spaces between the last line of your header and your title.

Page numbers should be placed in the upper right-hand corner and preceded by your last name. To add your last name after inserting the page numbers in Word, double-click on the number; once the number appears highlighted, move the cursor to the left of it and type in your name. Your last name and page number should be in 12-point Times New Roman, just like the rest of your paper.

Citations should follow MLA format: they should be placed in parentheses and typically inserted at the end of a sentence before the final full stop, as has been done in this sentence (Steirer 264). For more detailed rules on MLA citation style see the official MLA Handbook or Style Manual. You can also check out one of the numerous unofficial MLA style guides run by colleges and universities on the web. Your list of works cited should begin on a new page at the end of your document. Center the title "Works Cited" (as shown below) and do not bold-face or underline it. Continue the paper's page numbering into the Works Cited section. Be aware that Works Cited sections follow a different indentation structure from that of the essay's body. Do not indent the first line of any Works Cited entry; instead, for each entry indent every line *after* the first. For more information on Works Cited formatting, see the MLA Handbook or Style Manual.

Works Cited

Steirer, Gregory. "The State of Comics Scholarship: Comics Studies and Disciplinarity."

International Journal of Comic Art 13.2 (2011/12): 263-285.