**My Essay “Cheat” Sheet aka MLA Referral Sheet**

A Pocket Style Manual

 Last #

First and Last Name

Ms. Brennen

English 10 / Period 1

September 18, 2016

Topic: Creative Title

Attention getter or hook ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~. Thesis is the last sentence of your first paragraph.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~. Always support your thoughts! ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

~~~~~~~~~~~~~~~~~~~~~~. Use quotes and paraphrases to give your ideas the backup they need to be credible. ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~. ~~~~~~~~~~~~~~~~~~

~~~~ “~~~~~~~~~~~~~~~~” ~~~~~~~ (Smith 12).

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~”~~~~~~~~~~~~~~~~~” (13). ~~~~~~~~~~~~~~~~~~~~~~~~. There is no such thing as a self-explanatory quote. ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~.

How to do a header in Word 2007?

* Insert-Page Number-Top of Page-Plain Number 3
* Type last name-Hit space bar once

Double space

Widows & Orphans:

Shut off this auto-formatting device to prevent a paragraph from jumping to the next page.

* Home
* Paragraph
* Arrow at bottom right corner
* Line and Page Break
* Uncheck Widows and Orphans

**Margins should be 1” on all sides:**

File>page layout>margins.

**Font 12** (including the page numbers)

###### Home>Times New Roman

**Parenthetical (In-Text) Citations:**

Standard Formula:

 “Quote” (Last name #).

Repeated Source:

 “Quote” (#).

! or ? Exception:

 “Quote!” (Last #).

No author: Same as above using Title in ( ).

Paraphrases:

 Someone else’s idea in my own words (Last #).

Conversation in Quote:

#  “Apostrophe to set apart ‘Someone speaking’”

 (Last #). *Do* ***not*** *“”Quote””*

**Long Quotes:** 4 full lines or more…double space, Indent 2 tabs from the LEFT ONLY, **no** quote marks, period goes before the parenthesis. ( )

List of words to **avoid:**

Get, got, gotten, cuz, a lot, kids, thing, kind of, sort of, could of, should of, pretty good, pretty much, very, really, many, u, b/c, w/o, etc.

**Do not write like you text or talk!**

Titles:

 *Italics:*

 Book, Play, Movie,

 TV Show, Magazine, Newspaper,

 Pamphlet, Painting, Sculpture, Film

“Quote”

 Poem, Chapter, Episode, Article,

 Scene, Act, Short Story, Song

 Lecture, Section

*Note:*

No other italics in an academic paper unless you are emphasizing a point.

No Underlining anywhere!

**No Personal Pronouns:** (unless specified)

#### I, me, we, you, your, yours, us, our, ours

***Note****: use the pronoun* ***one*** *instead*

\*\*\*All literary analysis should be

In present tense!!

Is, are **not** was, were, did, etc.

~~ Use active voice!

See definition of active voice on the back side.

##### Works Cited

##### Center title, double space, indent additional lines - hanging indent,

##### don’t start a new line until you run out of room.

**Standard Formula:** Last, First. Title. City, State: Pub, most recent year.

**Sample Anthology (i.e. Literature Book):**

Thompson, Eileen, et al, eds. Prentice Hall Literature: The American Experience. Englewood Cliffs, NJ:

 Prentice Hall, 1997.

**Sample Single Work from an Anthology (i.e. a short story in your literature book):**

Poe, Edgar Allan. "The Raven." Prentice Hall Literature: The American Experience. et al, eds. Eileen

 Thompson. Englewood Cliffs, NJ: Prentice Hall, 1989. 237-231.

**Lecture Notes:**

Mendolia, Robin. "Essay Cheat Sheet." Junior English class lecture. Valley Christian High School, San Jose,

 CA. 21 Sept. 2006.

**Bible:**

The Jerusalem Bible. Garden City, NY: Doubleday Press, 1966. “Quote” (verse).

**What is active voice?**

According to Strunk and White in *Elements of Style*, active voice is “usually more direct and vigorous than the passive (33).

 Example: I shall always remember my first visit to Boston.

This is much better than… … My first visit to Boston will always be remembered by me.

The latter sentence is less direct, less bold, and less concise.

For any additional questions regarding MLA formatting, please consult this link:

[*https://owl.english.purdue.edu/owl/resource/747/01/*](https://owl.english.purdue.edu/owl/resource/747/01/)

*\*\*\*Common mistake to avoid…..*

*Remember to place commas INSIDE quotation marks!!! ☺*