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

## My Essay “Cheat” Sheet

How to do a header in Word 2007?

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

A Pocket Style Manual

 Last #

First and Last Name

Teacher’s Name

English 13, Period 8

10 July 2005

Topic: Creative Title

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

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

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

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

Double space

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

File>page setup>margins.

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

###### Times New Roman

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

Standard Formula:

 “Quote” (Last #).

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. ( )

My list of **SLANG:** Get, got, gotten, a lot, allot, kids, thing, kind of, sort of, pretty good, a “great” deal, cuz, wuz, chic, stuff, etc. Do not write like you text or talk!

Punctuating Titles:

 *Italics:*

 Book, Play, Movie,

 TV Show, Magazine, Newspaper,

 Pamphlet, Painting, Sculpture, Film

“Quote” .”

Chapter, Scene, Act, Episode, Article,

Section, Poem Short Story

Song, Lecture

*Note: No Other italics in an*

*academic paper unless you*

*are emphasizing a point*

*No underlining anywhere!!.*

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

#### I, we, you, yours, us, our, me, implied you

Note: use \_\_\_\_\_\_\_\_\_\_ one

All literary analysis should be in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 the active voice?

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

 *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.