

First and Last Name

Teacher's Last Name

Language Arts

29 February 2010

Place Ingenious Title Here

Although ignorance is often the best excuse, when it comes to final drafts, the reader of this paper is now officially out of luck. To put it bluntly, having this handout in one's possession simply eliminates any reason to ever hand in a formal, typed assignment that is not formatted correctly with the appropriate MLA layout. The reason behind this wonderful and surprising news is simple: everything on this page is perfect. That is correct. Perfect. From the beautiful 1-inch margins to the even double-spacing, each and every aspect of this paper models exactly what a final draft should look like.

At first glance, it is easy to overlook the smaller details. However, please be careful to take note of the size 12, *Times* or *Times New Roman* font; the separate and ordered requirements for the heading; the location and style of the title (yes, every paper needs an original title); the proper spacing between paragraphs; the precise location of one's last name and the current page number; and the traditional 1-inch header and footer. Following the document, an appropriately formatted works cited page is also an absolute requirement. All of these elements are essential in creating a professional and polished work and must be included in every final draft turned in for this class. There are no exceptions to the rules.

But wait, the excitement continues! There is still more good news! In today's age of technological wizardry and wonderment, computers make a writer's job extremely simple. Although exceptions do exist, "most standard word-processing programs have the proper margins, paragraph indentations, and header and footers stored as defaults" (Jobs 24). Unless a

word processor has had its default settings tweaked, there is not much that one needs to do in order to meet the “strict demands of the MLA and all of its uppity ways” (32). The trick is to simply be aware of how to change the basic settings of a document if an irregularity occurs. As one leading scholar in computer sciences explains, becoming familiar with the subtleties of whatever word processor one uses is “absolutely key to surviving in any academic or professional environment” (Wozniack 114-15). By learning the ins and outs of these programs at an early stage, students will be better prepared for future word processing obstacles that they will inevitably encounter.

And so, young scholars, there it is—a simple and to-the-point explanation of what all final drafts should look like. If one simply takes the time to examine these skills, he or she will come to understand that while strict, the set-up is relatively simple to create and even easier to duplicate for future documents. Nonetheless, be careful to triple-check every aspect of a draft and make sure everything is correct before handing it in. As always, edit every paper diligently and may this model guide the reader to many years of pleasing paper perfection!

Works Cited

Jobs, Steve. Word Processing for Students. New York: Apple Press, 2003.

Wozniack, Stephen M. "Why I Love the MLA." The New York Times 18 Nov. 1999. 14

Mar. 2007 <<http://www.newyorktimes.com/writing/woz/mlalove.htm>>

# Final Draft Expectations

## Language Arts

Throughout the year there will be countless opportunities to explore and gain experience with many different styles and forms of writing. However, whether you are turning in a piece of 5-paragraph essay or a formal research paper, one thing remains constant—in order to receive credit, all final drafts must meet the following formatting requirements

### Font

- Size 12
- Times or Times New Roman only
- Black ink
- Title, header, last name and page #s all retain the same font, size, and style

### Paper

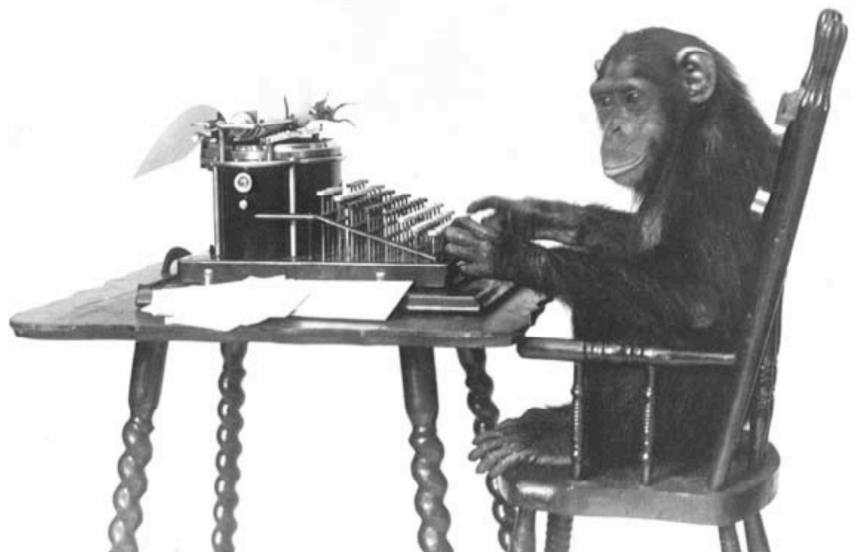
- White
- 8.5 x 11

### Layout

- Double spaced
- 1-inch header/footer
- 1-inch margins

### Essentials

- Titled (cover pages are not needed)
- Page numbers with last name in top right header (see box below for how to do this in MS Word)
- Proper heading on 1<sup>st</sup> page: left hand side (name, teacher, class title, date)
- All outside sources must be cited using the MLA's proper parenthetical format
- All papers that cite an outside source must include a MLA works cited page (this is true even if there is only 1 outside source...like a novel)



#### Formatting the Header for Last Name and Page Numbers

- Click View at the top of the page.
- Select Header and Footer from the list.
- When the header textbox pops-up, click inside of it. Align your cursor/text to the right side.
- Type your last name.
- Use the spacebar to add 1 space after your name.
- On the header toolbar (which also has popped-up), click the button that has the # on it. This will add the appropriate number to each of your pages.
- Click the Close button on the header toolbar. You are done.