

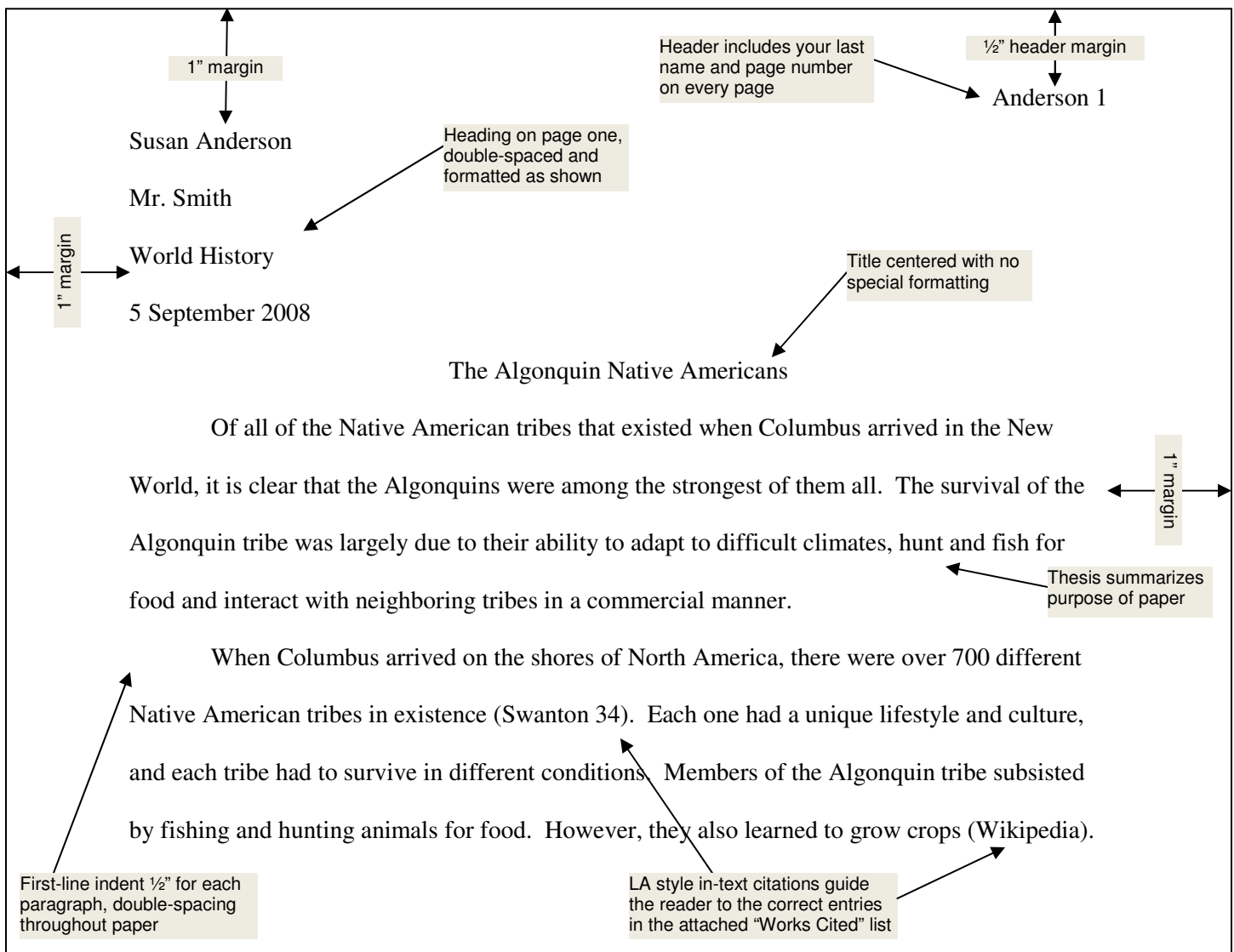
Nicaragua Christian Academy – Paper Formatting Guidelines (MLA Style)

The following guidelines should be used for all typed papers in 5th grade and higher:

1. Font: Times New Roman, size 12
2. Margins: 1", with ½" header margin
3. Spacing: **double-spaced throughout paper**, including heading; one or two spaces between sentences are both acceptable but it is important to be consistent
4. Paragraphs: first line indent ½", **no extra spacing between paragraphs**
5. Heading: left-aligned; double-spaced; first page only; includes student name, teacher name, class, date in following format: 5 September 2008
6. Title centered, not underlined; no extra spacing before or after title
7. Header: your last name and page number on top right corner of every page (unless teacher requests to have no header on the first page)
8. In-text citations: use MLA format (Author last name and page number in parentheses)
9. Works cited: at end of paper body; one book or source per line, double-spaced, hanging indent of ½"; use MLA format

Specific standards can be found at http://en.wikipedia.org/wiki/MLA_Style_Manual

Example:



Example of last page and works cited:

The diagram illustrates the layout of a page. At the top right, there is a header margin of 1/2 inch, with the page number 'Anderson 3' centered below it. The main body of the page has a 1-inch margin on all sides. The text is as follows:

because the Bible says that “the love of money is a root of all kinds of evil” (1 Timothy 6:10).

In the end, it is clear that the Algonquin tribe possessed the skills and flexibility necessary to survive in a difficult region of the country. The Algonquin communities continue to survive, even though the world around them has changed drastically over the past centuries.

Works Cited

“Algonquin.” *Wikipedia*. 15 Apr 2007. Web. 2 Sep 2008. <<http://en.wikipedia.org/Algonquin>>

Swanton, John R. *Indian Tribes of North America*. New York: Native American Books Distributor, 1990.

NIV Student Bible. Grand Rapids: Zondervan, 2003.

Annotations in the diagram include: '1" margin' at the top and bottom; '1/2" header margin' at the top right; 'Anderson 3' as the page number; '1" margin' on the right side; and a note: 'Works cited may be on new page or last page after skipping a few lines' pointing to the Works Cited section. A note at the bottom left states: 'Hanging indent 1/2" for each paragraph, double-spacing throughout' pointing to the first two paragraphs.

Citing sources

Book: Author last name, first name. *Title*. Place of publication: publisher, year published.

Jones, Michael. *Why Horses Can't Fly*. New York: Scholastic, 1998.

NIV Student Bible. Grand Rapids: Zondervan, 2003.

Internet: Name of author or editor. Title of page. *Title of website* (if different). Publisher or sponsor of this website, if available; date of publication, if available. Medium of publication (Web). Date accessed. URL in angle brackets (include only if the reader cannot easily find the website with a search), end with a period.

“Earthquake Shatters Building.” *CNN.com*. Cable News Network, 28 Jul 2006. Web. 24 Aug 2008. <<http://www.cnn.com/US/0607/28/earthquake/>>.

O’Henry, Ryan. “Mystery Mountain.” *AllStories.com*. Web. 28 Jul 2006.