

STEPS 4 & 5

STEP FOUR – WRITE FROM YOUR OUTLINE.

Don't wait for inspiration - just start typing. Once your fingers are engaged in the process, your brain will follow. Take each group of your outline in order and write. **Include the citations of your sources as you go, whether at the end of sentences.**

Word 97 has a feature which allows you to insert these very easily (Insert. . . Footnote). Double space your rough draft. When you've gotten through all of your outline and added a conclusion, print out a hard copy and save your work on your computer (GOOGLE DRIVE).

STEP FIVE – EDIT YOUR ROUGH DRAFT

Now read through the hard copy of your rough draft ALOUD. Reading aloud helps you catch grammatical errors and identify incomplete or awkward sentences. Ask yourself:

- Does my introduction grab the reader's attention?
- Is my thesis clear?
- Does every point relate to my purpose or thesis statement?
- Are my points arranged in a logical order?
- Do I have enough supporting evidence for each point?
- Have I given credit for the direct words or ideas of others?
- Does my conclusion tie everything together?

As you go through your rough draft, make corrections, reword, and identify points that are weak. If there are weak points, a trip back to the library for more supporting information may be necessary. Watch for things such as good transition sentences when going from one thought to another, consistency in verb tenses, etc. Don't use slang expressions and, unless the assignment specifically asks for your opinion, don't use "I think" or "in my opinion."

GUIDELINES

- Double-space the text of your paper, and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are recognizable one from another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor).
- Set the margins of your document to 1 inch on all sides.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in all caps.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: *Fear and Loathing in Las Vegas* as *Morality Play*; *Human Weariness* in "After Apple Picking"
- Double space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow instructor guidelines.)

