

Jane Smith

Mrs. Jones

English 12

12 May 2008

View > Header and Footer  
 Type your last name, hit the space bar, and choose #  
 Right-align your name.

Essay Title

Lorem ipsum dolor sit amet, suspendisse fermentum magnis parturient ultricies, ultricies lobortis, amet lacus dictum nulla ut, aliquam orci porta viverra consectetur in commodo, dui cras odio urna quid **1 " margins all around** enti sed turpis sollicitudin velit, sed leo sodales adipiscing, posuere iste porttitor, mi hymenaeos odio sit, nulla quam lectus quis. Vitae in, arcu ante pede, nunc justo tempor leo nunc augue, enim vitae libero erat penatibus cum.

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1 inch  
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Nec fames, sed magna malesuada et molestie ac. Augue dolor nec. Feugiat dignissim, in elit, libero consectetur, luctus vestibulum parturient pretium cras, ac sodales sed. Est at sit et aliquet, wisi id arcu dui dui, tellus hymenaeos faucibus laoreet eu nulla, praesent fusce. Volutpat

mattis ligula lectus, ut dolor nec ac, nisl at, nec vero mauris: “Odio in donec, consequat mauris nonummy ligula libero eros odio, ligula duis” (“Desmond Tutu - Biography”). Nec augue, tincidunt porta vel pede accusantium sagittis vel, duis vel nulla in enim vel sed, duis nisl etiam

**Fact or opinion being cited:**

Either should be stated in your own words. Note the placement of the period.

porta donec. Sit justo, libero ut, euismod eu (Tutu 74).

**Quote:**

Note that the period for both the quote and sentence comes after the parenthetical citation.

This quote is from a website with no author.

Morbi habitasse et dictum. Quis rem nunc hac eu, in cras mauris eros. Dolor non, posuere sociis congue. Purus erat. Suscipit ut urna, sed mauris nascetur commodo rutrum.:

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**Quote of 4 lines or more:**

The quote is indented by 1” and does not have quote marks around it. If from a book, make sure the page number is noted.

Vitae in, arcu ante pede, nunc justo tempor leo nunc augue, enim vitae libero erat penatibus cum. Lorem dui non, fermentum turpis porta ultrices turpis proin (Allen 115-117), wisi tincidunt mus diam arcu, mauris wisi sed, congue purus nullam dignissim pellentesque duis.

**Information from multiple pages in a book:**

Cite as usual, noting the pages used.

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vitae “augue varius duis et. Consectetur... [South African] wisi fermentum rutrum convallis

vitae” (Ford), enim suscipit, ipsum proin in lacus, labore aliquet massa dictum est rutrum. Cras

erat nec velit s  
**Quote in the text** : words have been omitted (... ), and the student added text to clarify the meaning [ ]

Volupta

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hymenaeos faucibus laoreet eu nulla, praesent fusce. Nec augue, tincidunt porta vel pede

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justo, libero ut, euismod eu (Allen 79; Ford).

Morbi habitasse et dictum. Quis rem nunc hac eu, in cras mauris eros. Dolor non, posuere

sociis congue. Purus erat. Sus

**Information taken from 2 different sources:**

ligula

augue tortor vel tristique sene

The first source is a book, so the parenthetical citation includes the page number.

condimentum ante massa, ultr

The second source is a website, so the author’s name is used. If it had been from a database with information from the original print source, you would have also noted the page number where the article appeared.

erra

tortor per, quam vestibulum n

h dui.

Make sure entries are in alphabetical order.

## Works Cited

No underlining, or bolding

Allen, John. *Rabble-Rouser for Peace: The Authorized Biography of Desmond Tutu*. New York:

Free Press, 2006

"Desmond Tutu - Biography." *Nobelprize.org*. Nobel Web AB. 2008. Web. 7 May 2008

<[http://nobelprize.org/nobel\\_prizes/peace/laureates/1984/tutu-bio.html](http://nobelprize.org/nobel_prizes/peace/laureates/1984/tutu-bio.html)>.

"Desmond Tutu Peace Foundation - About Desmond Tutu." *Desmond Tutu Peace Foundation -*

*Home*. Desmond Tutu Peace Foundation. 12 May 2008 <[http://www.tutufoundation-](http://www.tutufoundation-usa.org/about_desmond_tutu.html)

[usa.org/about\\_desmond\\_tutu.html](http://www.tutufoundation-usa.org/about_desmond_tutu.html)>.

Ford, Elizabeth. "About Desmond Tutu". *Biography*. A&E Network. 2009. Web.

<[http://ae.com/nobel\\_prizes/peace/laureates/1984/tutu-bio.html](http://ae.com/nobel_prizes/peace/laureates/1984/tutu-bio.html)>.

Tutu, Desmond. "Say You're Sorry." *Foreign Policy*. 164.2 (2008): 74. 6 May 2008

<<http://search.ebscohost.com/login.aspx?direct=true&db=mfh&AN=28069748&site=ehost-live>>.

Use "hanging" format – highlight all entries, then Format >Paragraph. Choose "Hanging", make sure spacing "Before and After" is set to "0", and line spacing is "Double".

**Double spacing only – no extra spaces between entries.**

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