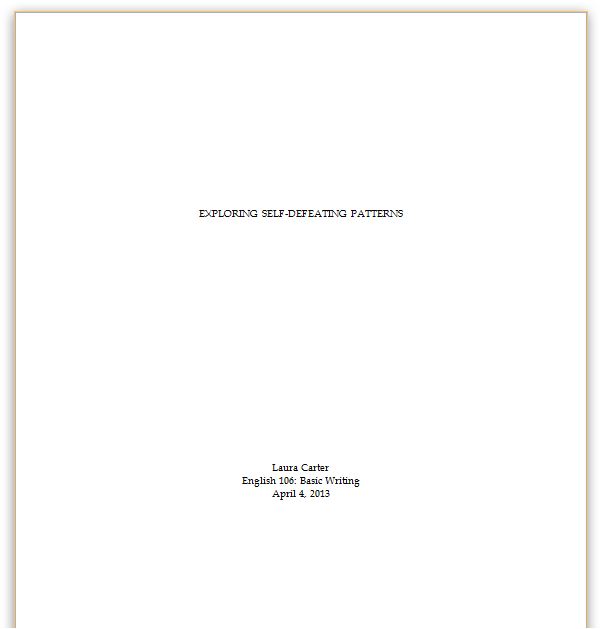
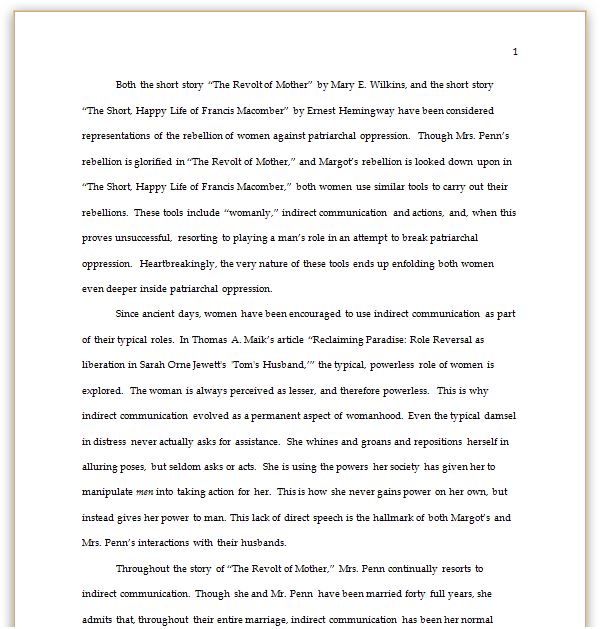
****These styles require that you use a Times New Roman 12 point font, double spacing and one inch margins.

For specific needs, see **Purdue’s On-Line Center** at https://owl.english.purdue.edu/owl/resource/717/01/

## Title Page

To create a title page, do the following:

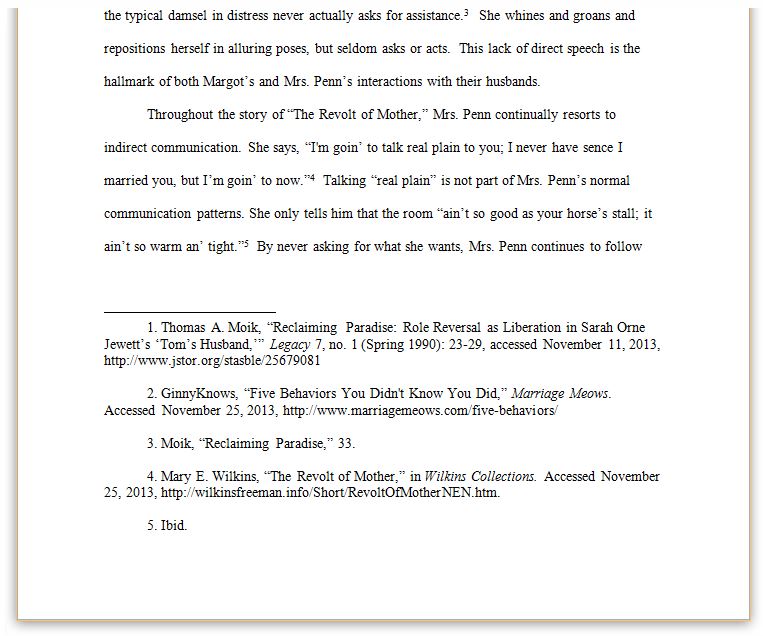
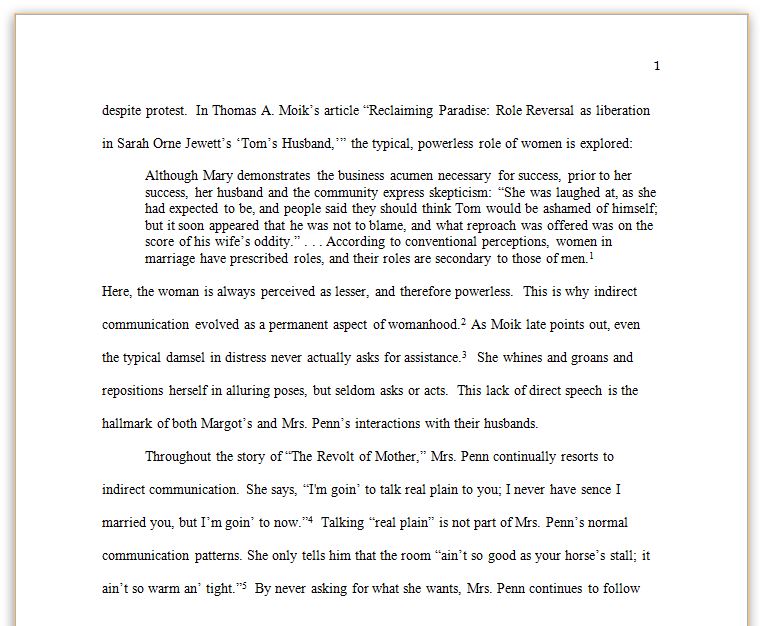
* Center all text
* Put the title in all caps a third of the way down the page (just eyeball it—there’s no science to it)
* Two-thirds of the way down the page, put your name, the class, and the date (i.e. November 26, 2013)

The next page will have **no title.** Just create a header that has the page number right-aligned. Set this **page as** **number** **one** by going to the “Header Design” tab, selecting “Page Number,” “Format Page Numbers” and entering “0” under “Start at.” Use this header throughout the rest of the paper.

## In-Text Citation: Footnotes and Endnotes

Your professor will request you use either footnotes or endnotes. To cite something, put your cursor ***after* the final punctuation** of the cited material. Then (if working in Word), click either “Insert Footnote” or “Insert Endnote” under the

“References” tab. A correlating number will automatically appearat the bottom of page (footnote) or end of document (endnote).



**Formatting Notes**

****The note space should be **single-spaced**, size 12 Times New Roman. **Double space between entries**. Be sure to make the number a normal size by highlighting it and pressing .

**Indent** the first line of the entry.

**Block Quotes**

For quotes that are **five lines or longer**, make the quote its own paragraph. Indent the entire paragraph ½ inch from the left margin, omit the quote marks, **single-space**

it, and insert the foot/endnote number afterthe end period.

**Repeating Footnotes**

The first time you cite a source, give the full reference (see Table 2). The second time, only give the author’s **last name**, the **article** name, and the **page** number separated by commas.

If citing the same source twice in a row, simply put “**Ibid.**” followed by a comma and page number if applicable (i.e. Ibid., 45)

Writing Center

## Headings

You will normally only use Level 1 headings to mark different sections. However, you can also create subsections for a Level 1 heading by using Level 2. Level 3 creates subsections for a Level 2. **Never add space before or after headings**.

|  |  |
| --- | --- |
| *Level 1: Centered, bold* | **Literary Movements** |
| *Level 2: Centered, unformatted* | The Postmodern Age |
| *Level 3: Left-aligned, bold or italicized* | *Postmodern Writer, Paul Auster* |

## Bibliography and Notes

The **bibliography** should start on a new page at the end of your document. Make it **single-spaced** with a **double space between each entry**. Create a hanging indent (see “Working with Word” handout) and alphabetize by the first word of each entry.

|  |  |  |
| --- | --- | --- |
| *Center titles* | Bibliography | Notes |
| *CD song* | Bach, Johann Sebastian. "Sanctus." *Mass in B Minor, BWV 232.* Conducted by Herbert von Karajan. Performed by Heinz Rehfuss. London Philharmonia Orchestra. Reference Records. CD. 2000. | 1. Johann Sebastian Bach, "Sanctus," *Mass in B Minor BWV 232*, conducted by Herbert von Karajan, performed by Heinz Rehfuss, London Philharmonia Orchestra, Reference Records, CD, 2000. |
| *Web page* | CDC. “Marriage and divorce.” *FastStats.* Last modified April 24, 2013. http://www.cdc.gov/nchs/fastats.htm. | 2. CDC, “Marriage and divorce,” *FastStats*, last modified April 24, 2013, http://www.cdc.gov/ nchs/fastats.htm. |
| *Web page, no date* | Diersman, Angie. “How to Make Creative Hardware Menorahs.” *eHow.* Accessed November 21, 2013. http://www.ehow.com/how\_7664658\_make-creative-hardware-menorahs.html. | 3. Angie Diersman, “How to Make Creative Hardware Menorahs,” *eHow,* accessed November 21, 2013, http://www.ehow.com/how\_7664658\_make-creative-hardware-menorahs.html. |
| *Web page, no author* | “Existentialism.” *The Literature Network*. Accessed November 21, 2013. http://www.online-literature.com/periods/existentialism.php. | 4. “Existentialism,” *The Literature Network*, accessed November 21, 2013, http://www.online-literature.com/periods/existentialism.php. |
| *Printed book* | Hemingway, Earnest Miller. *For Whom the Bell Tolls*. New York: Harper Collins, 1936. | 5. Earnest Miller Hemingway, *For Whom the Bell Tolls* (New York: Harper Collins, 1936), 176. |
| *Dictionary* | *Oxford English Dictionary.* S.v. “hysteric, adj. and n.” | *4. Oxford English Dictionary,* s.v. “hysteric, adj. and n.” |
| *Scholarly journal,*  *two authors* | Moik, Thomas A., and John Farnsworth. “Reclaiming Paradise: Role Reversal as Liberation in Sarah Orne Jewett’s ‘Tom’s Husband.’” *Legacy,* 7, no.1 (Spring 1990):23-9. Accessed November 21, 2013. http://www.jstor.org/stable/19202039. | 5. Thomas A. Moik and John Farnsworth, “Reclaiming Paradise: Role Reversal as Liberation in Sarah Orne Jewett’s ‘Tom’s Husband,’” *Legacy,* 7, no.1 (Spring 1990):23-9, accessed November 21, 2013, http://www.jstor.org/stable/19202039. |
| *Scholarly journal, more than four authors* | Pike, Leonardo, John Farnsworth, Richard Emeron, Charles Willardson, and Linda Carter. “Role Change.” *Annual Review of Sociology,* 16 (1990): 87-110. Accessed November 21, 2013. http://www.ebsco.org/stable/1920930 | 6. Leonardo Pike et al., “Role Change,” *Annual Review of Sociology,* 16 (1990): 87-110, accessed November 21, 2013, http://www.ebsco.org/stable/1920930 |
| *Article in an anthology* | Roethke, Theodore. “Root Cellar.” In *The Bedford Introduction to Literature.* 2nd ed., edited by Michael Meyer, 548-549. Boston: Bedford Books, 1990. | 7. Theodore Roethke, “Root Cellar,” in *The Bedford Introduction to Literature,* 2nd ed., ed. Michael Meyer (Boston: Bedford Books, 1990), 545. |
| *Online newspaper article* | Rosenberg, Tina. “To Fight Obesity, a Carrot, and a Stick.” *New York Times*, November 16, 2013. http://opinionator.blogs.nytimes.com/2013/11/16/to-fight-obesity-a-carrot-and-a-stick/?\_r=0 | 8. Tina Rosenberg, “To Fight Obesity, a Carrot, and a Stick,” *New York Times*, November 16, 2013, http://opinionator.blogs.nytimes.com/2013/11/16/to-fight-obesity-a-carrot-and-a-stick/?\_r=0 |

If your professor requests **endnotes** rather than footnotes, include them as their own page before the bibliography, and list them in the **same order you would have put footnotes**. This means you will have repeats and “Ibid.” entries.

*Note:* The bibliography and notes are formatted similarly; just use **periods for bibliography** and **commas for notes.** Also, the notes format can be used as a template for end or foot notes.