

Formatting College Essays

MLA

What does a college essay look like?

- There is a standard format for academic essays that most instructors expect to see. The image on the next slide is of the first page of a college essay formatted in MLA. MLA is the style guide required in most humanities courses (English, art, etc.).
- Always ask your instructors what style guide they want you to use. Individual instructors may have requirements that are not addressed here.

Patricia Bostian
February 4, 2016
ENG 112-01
Writing Assignment One

Identification

The Function of the Green Man in Medieval Art

Title

First line indent

Carvings of the Green Man are everywhere in Medieval art. They can be seen carved on the lintels of church doors throughout Europe. Some are more elaborate than others, but all have the same basic features. Only the head appears with vines and leaves wreathing the face. The Green Man is an example of the blended monstrous—the combination of human and organic plant matter. Why were the people of the Middle Ages so interested in the Green Man, a seemingly pagan monstrous deity, that they would carve him in their sacred spaces? The answer is that the Green Man functioned as a symbol of fertility that reassured people that Spring and the warm planting season would arrive after a dark dangerous winter each year.

Double-spaced

No space between paragraphs

According to Richard Hayman, who has written several books on British churches and the Green Man, there are three types of the Green Man image as is seen in figures 1-3. The Foliate Head is completely covered in green leaves; the Disgorging

Margin justification

Components in an essay

- Page number
- Identification header
- Title
- Indentation
- Spacing
- Margin justification

Page number

Your essay should have a page number that includes your last name.

The next slide will explain how to create a page number in the header in Word.

Bostian 1

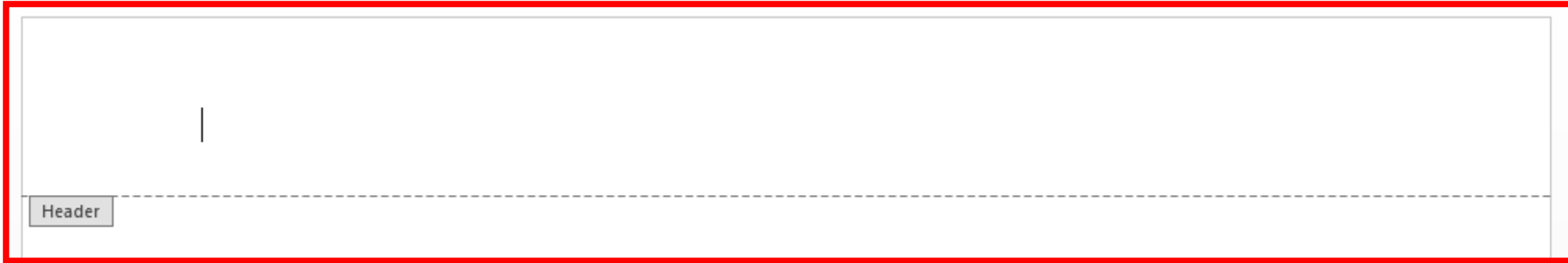
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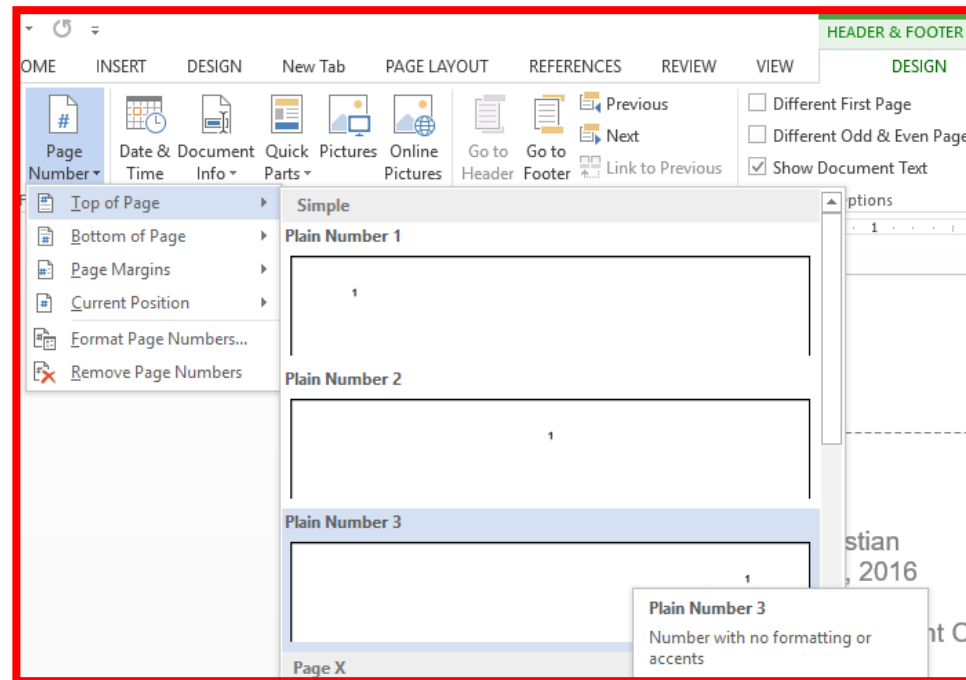
Inserting a page number



Double-click on the top margin of your document and the header box will open with options.

Select Page Number.

From the pull-down menu, select top and left. Page number should include your last name.



Identification header

Your identification header should appear on the top left and include

- Your full name
- The date
- Your course number and section
- The name of your assignment

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Title

Every essay should have a title that relates to the essay thesis.

In this example, the title explains to the reader that the essay will discuss the functions of the Green Man theme in medieval art.

Titles should be centered.

Titles should NOT be

- Bolded
- Underlined
- Italicized
- In a different font style or size

First line indent

Notice in the sample that each paragraph is indented. Use the first-line indent function of your Word program.

See the next slide for instructions.

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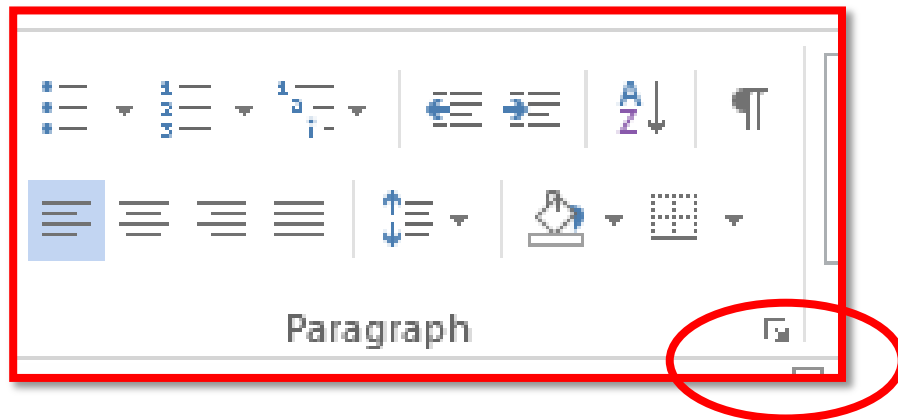
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Inserting first line indentation

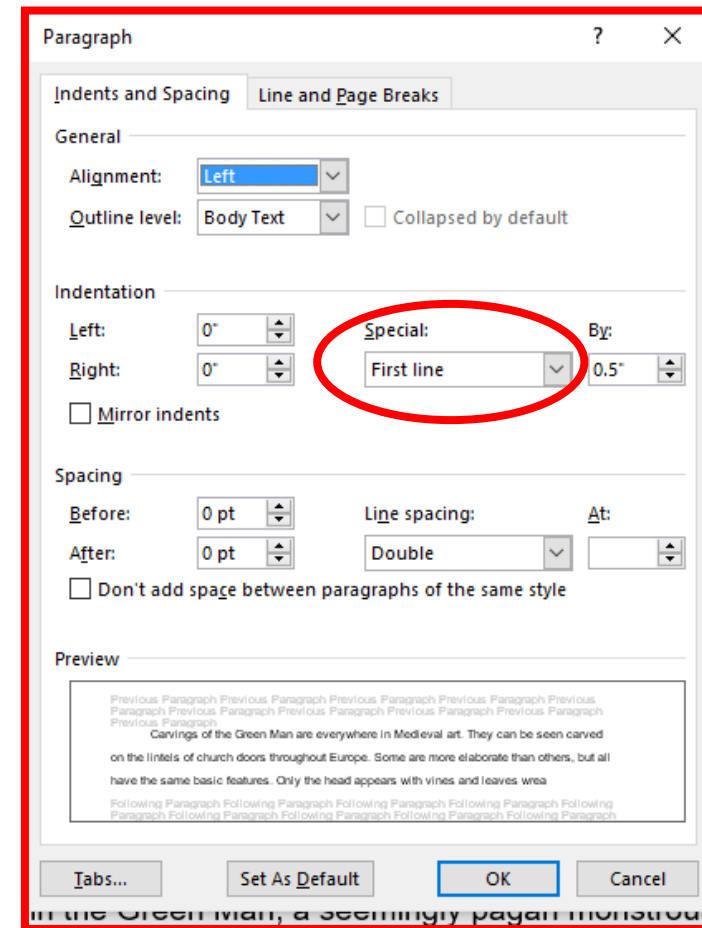
Click on the Paragraph pull-down menu for indention options.



Select first line indentation. You do not need to change any of the other settings.

Click OK.

As you start each new paragraph, it will automatically indent.



Double spacing

Essays should be typed double-spaced

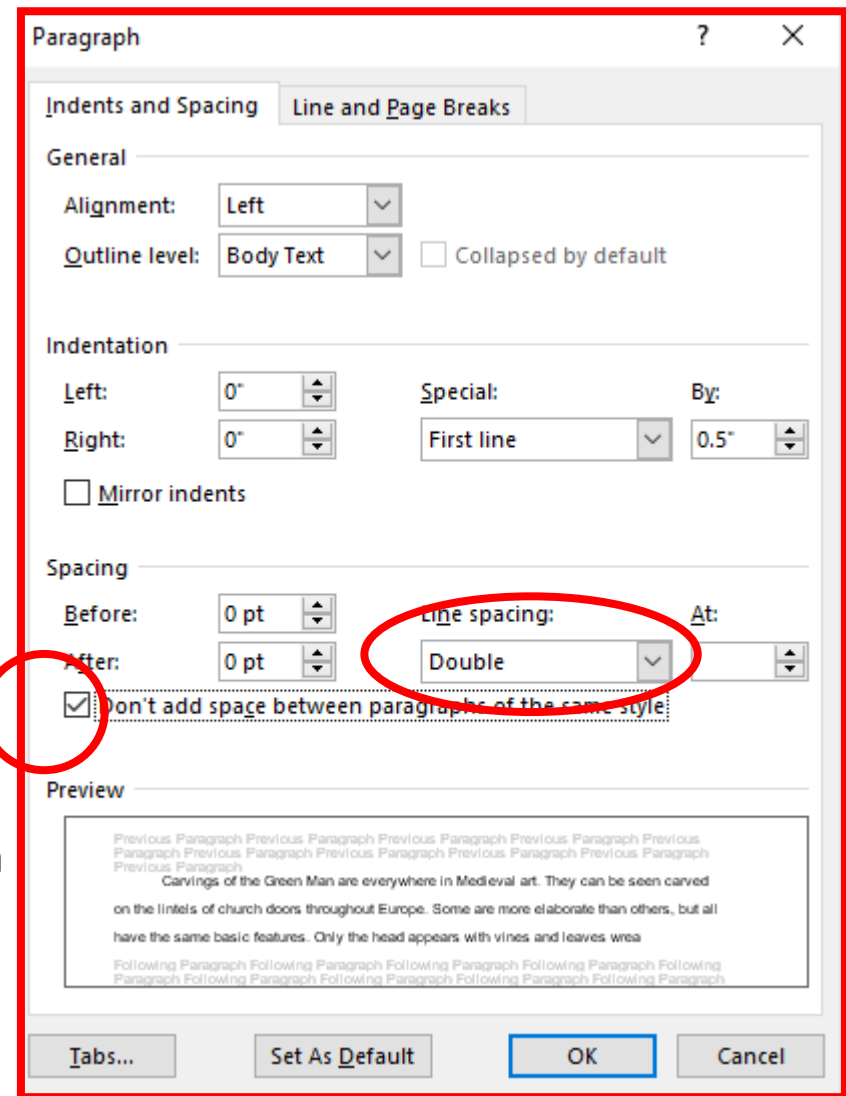
Click on the paragraph pull-down menu for spacing options.



Select double spacing. You do not need to change any of the other settings.

Also, check the box so that extra spaces are not added between paragraphs.

Click OK.



Left-justification



Select left-justification from your Paragraph bar.

The **left** side of your essay body should be flush against the margin.

The **right** side should be jagged.

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