

A Style Guide For Formal Writing

Name: _____ Date: _____

This style guide provides a set of common expectations your teachers have about creating and submitting final copies of projects. Please use the checklists and descriptions to make sure your final copies show clearly you put much time, effort, and pride in your work.

Final Copy Appearance

Final copies are professionally prepared versions of work you would present to employers, professors, publishers, or to the public. These copies need to be presented typed or hand-written neatly in blue or black ink on clean white paper. Your goal is to turn in a version of your project that is easy to read and shows you take pride in yourself as a professional student.

Name	
Teacher Name	
Class and Period #	Title of Your Paper
Date	

Hand-write or type your final copy
Indent each paragraph
Double-space your text if typing your final copy
Use 12-point font if typing your final copy
Use an easy-to-read font, like Times New Roman, Arial or Calibri if typing your final copy
A works cited list is at the end

Final Copy Appearance Checklist

- 1) ____ My final copy is on clean, white paper with no doodles, stray marks or tears.
- 2) ____ My heading and title are formatted correctly.
- 3) ____ My final copy is hand-written neatly in blue or black ink or typed.
- 4) ____ If typed, my final copy is double-spaced with plenty of room between lines for my teachers to provide comments and corrections.
- 5) ____ If typed, I used an easy-to-read 12-point font, like Times New Roman, Arial, or Calibri.
- 6) ____ Each paragraph is indented clearly.
- 7) ____ I included a correctly formatted works cited list at the end of my text.

MLA Style Internal Citations

Internal citations are credits within your work given to sources for direct quotes or pieces of unique information. Citations usually include authors' names, years of publication, and sometimes page numbers. Here is an example of one type of citation:

Convention President George Washington wrote in a letter dated July 1, 1787,

“Rhode Island, from our last [accounts] still persevere in that impolitic—unjust—and one might add without much impropriety scandalous conduct...”

This type of citation includes author and date within the part of the sentence introducing the quote. Another way to provide an internal citation is to use a set of parentheses. Here is the same quote only with a parenthetical internal citation:

“Rhode Island, from our last [accounts] still persevere in that impolitic—unjust—and one might add without much impropriety scandalous conduct...” (1787, Washington).

Each citation must refer to an entry on your works cited list (bibliography). This is what the works cited list entry would look like for the quote from Washington:

Works Cited

Washington, George. “From George Washington to David Stuart, 1 July 1787.” Founders Online, National Archives (<http://founders.archives.gov>).

Works Cited List

A works cited list is a list of resources a researcher used to write a paper or create a presentation. Different kinds of resources require different formats for writing entries on the list. Use the models and examples listed here to help you construct your works cited list.

Book

Author's Last Name, Author's First Name. Title. City of Publication: Publishing Company, Year Published. Media Type

Cooper, David. I Love History. Lancaster: A Really Cool School District, 2010. Print.

Letter

Author's Last Name, Author's First Name. “Letter to [name of recipient].” Media Type. Letter Date.

Cooper, David. “Letter to My Aunt Martha.” Print. July 21st, 2015.

Periodical (Article)

Author's Last Name, Author's First Name. “Title of the Article.” Name of the Periodical, Volume Numbers. Media Type. Date of the Periodical.

Cooper, David. “Washington's Three Big Problems.” Mr. Cooper's Magazine of Fun History, v4. Print. January, 2015.

Website

Author's Last Name, Author's First Name. “Page Title.” Website Title. Publishing Company or Page Provider, Year of Last Update. Media Type. Date of Access.

Cooper, David. “History Is Cool.” All Things History. A Really Cool School District, 2003. Web. 5 Jan 2010.