

Paper Mechanics

1. Use standard-sized (8 1/2" x 11") paper. Don't use highly transparent or erasable paper; it smears easily and is hard to write comments on.
2. Double-space everything except indented quotations. **Use a standard font (such as Times Roman 12).**
3. Indent long quotations. A good definition of "long" is more than three lines of poetry or four lines of prose. When you indent a quotation, do not surround it with quotation marks. The indentation takes the place of quotation marks.
4. Leave a margin of 1" on all four sides of each page. At or near the top of each page, except the first, record your name and the page number: "Jones, p. 3."
5. There is no need to include a separate title page. Simply put the title and your name at the beginning of your first page, in this form:

Dadaism: America's Future

Joe Jones

Then skip three lines and start your paper. Notice that the example includes no quotation marks or underlining, and the author's name is not preceded by the word "By." Only if the title mentions another title will it include underlining or quotation marks:

The Political Theory of Candide

6. When you refer to the titles of long works (novels, plays, books of history or philosophy, long poems), underline them; when you refer to the titles of short works (essays, short stories, and--naturally--short poems), put them in quotation marks.
7. Proofread your paper and make corrections.
8. Don't put individual papers in decorative envelopes or folders--especially the plastic ones. Put all the papers you write in a single, unpretentious manila folder, and each time you submit a new paper to your instructor, turn the whole thing in. Keep all your papers in the folder throughout the five quarters of Humanities.
9. Keep a copy of each paper; then there will be no possibility of disaster.