
Chapter 1

Setting Up Your Pages

This chapter talks about creating the body pages of a document. It includes specific instructions on the following:

- Using the correct font
- Elements of a report page
 - ✓ Setting the margins
 - ✓ Formatting the heading
 - ✓ Creating body text
 - ✓ Formatting the page numbers

Using a Readable Font

With the availability of desktop-publishing programs today, it's easy to feel that one should create fancy covers and use various fonts to make a report look good. As nice as this might appear, you must use *manuscript* style; that is, doublespacing with roughly 25 lines per page. That means just plain type, folks, just plain type.

The MLA style guide states that the font used must be easy to read. The most commonly used fonts for manuscripts are Courier and Courier New. Other easy-to-read fonts include Arial (the font in which this sentence is printed), Times, Times Roman, and Times New Roman. Be sure to ask your instructor which font he/she prefers. If you are not sure, the best solution is to use Courier or Courier New.

Figure 1 shows examples of several fonts.

If you are using older versions of software, such as Microsoft Word 2.0 for Windows or WordPerfect 5.2 or 6.0 for Windows, you may encounter the following:

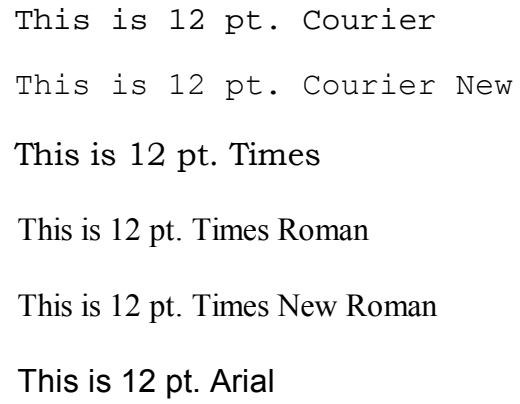
- *Microsoft Word 2.0*

Times Roman seems to have a hard time conforming to the margins. When the page is printed, it runs past the right-hand margin. In addition, wherever a word is italicized, it prints over itself, and the result is a very messy page. Test a page out before using this font.

- *WordPerfect 5.2/6.0 for Windows*

WordPerfect borrows the Courier font names from their old typewriter counterparts. Courier 12 is Elite typesize and Courier 10 is Pica typesize; therefore, Courier 10 is bigger than Courier 12. This is exactly the opposite of other word processors, including Word 2.0, which determine font size by the “point” size (the height of the letter).

Whichever font you select, use 12-point size. If you use a smaller point size, your report will be hard to read. If you use a larger one, your report will look magnified.



This is 12 pt. Courier
This is 12 pt. Courier New
This is 12 pt. Times
This is 12 pt. Times Roman
This is 12 pt. Times New Roman
This is 12 pt. Arial

Figure 1. Examples of Easy-to-Read Fonts.

Elements of a Report Page

Your report's pages will consist of the following elements:

- Margins
- Heading
- Page numbers
- Author information
- Title
- Body text
- Text headings
- Graphics

This section explains how to create the margins, heading, page numbers, author information, title, body text, and text headings. Chapter 2 explains detailed information on how to place graphics.

Setting the Margins

Set the margins of your document to the following:

- Left margin = 1"
- Top margin = 1"
- Right margin = 1"
- Bottom margin = 1"

Refer to Figure 2.

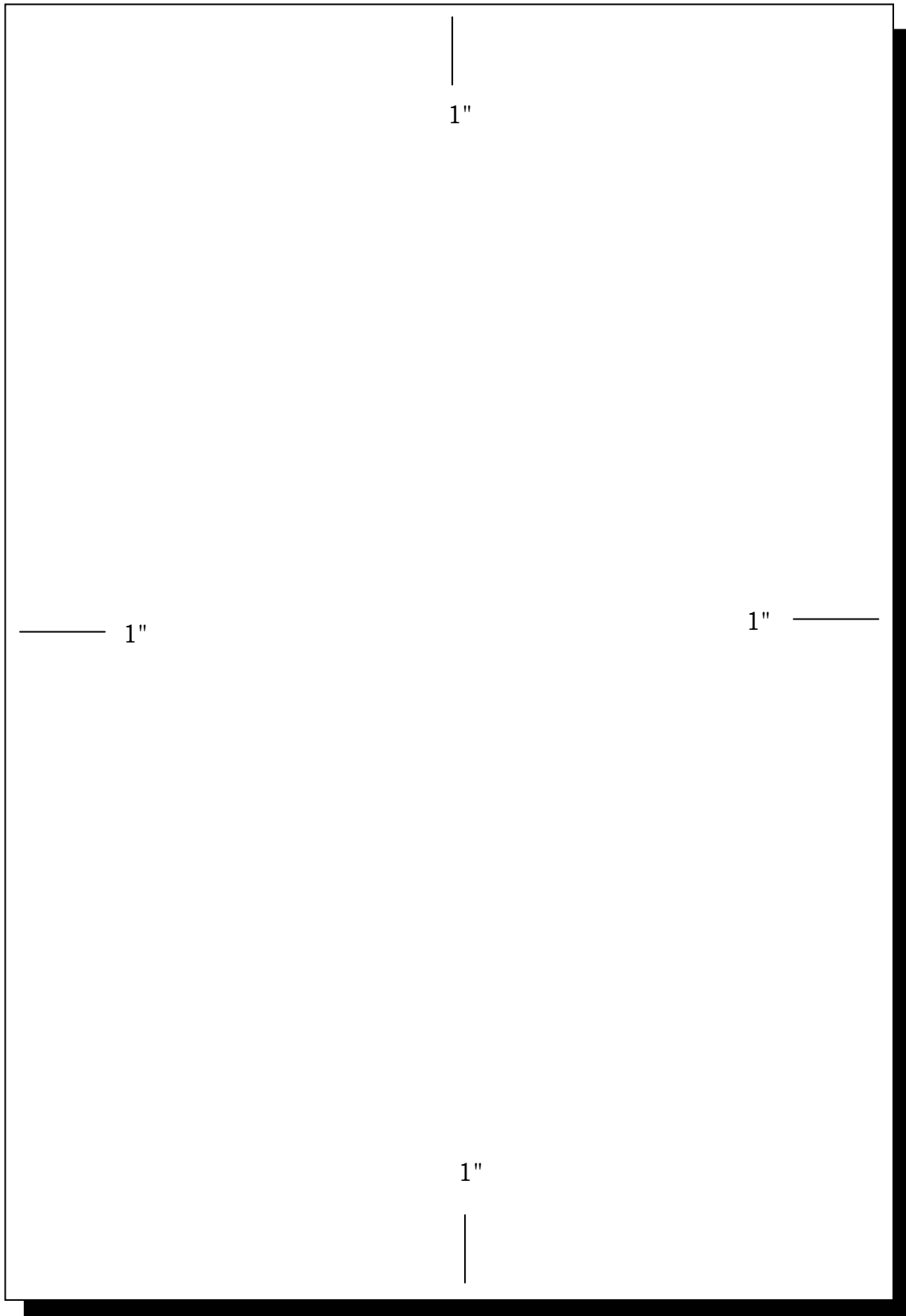


Figure 2. Correct Margin Settings.

Formatting the First Page of a Report

Formatting the Heading and Page Numbers

Each of your pages must have a heading (also called a “running header”) consisting of the following:

- Your last name
- Page number

The heading must be 1/2-inch from the top of the page and flush with the right margin. Put your last name and the page number on the same line. Leave one space between the two, as shown in Figure 3. The heading lets your teacher or instructor know whether all the pages are there.

Number the body of your document with Arabic numerals that start with number 1. Figure 6 shows a sample of a first page of a report with the author last name and page number in the correct position.

Check the documentation provided with your word-processing program for instructions on how to set up the header.

See Appendix A for an example of a full report.

Formatting the Author Information

Your report must include the following on the first page:

- Your name
- Class or course name
- Teacher's or instructor's name
- Due date

Type your name at the left margin one double-space below the heading. Press return, then type your class or course name. Repeat for the teacher's or instructor's name and the due date.

Formatting the Title

Center your title one double-space below the last line of your author information. Capitalize the beginning letter of each word.

Johnson 3

Sue Johnson

English 100

Mr. Lockhart

October 29, 1999

An Analysis of Two Classic Authors

The text of your paper starts here. Indent each paragraph one-half inch; that is, to the first tab, or five spaces on a typewriter. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

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Creating Body Text

Follow these rules when creating the body text:

1. Type your text double-spaced, printed on one side of the page.

CAUTION!

**If you photocopy your document,
do *not* create a double-sided version!**

2. Type approximately 25 lines per page. See Appendix A for a sample report.
3. Use a *ragged-right* margin for your pages. A ragged right margin has lines of differing length, as shown in Figure 4. Compare it to the example in Figure 5, which shows a *right-justified* margin.

A right-justified margin makes the document more difficult to read because the computer adds extra spaces between the words to make the lines end evenly. If you look closely at the text in Figure 5, you can see those extra spaces. The reader's eyes tire easily as they jump from space to space. Ragged-right margins are kinder to your teacher or instructor.

4. Indent the first line of each paragraph one-half inch. Your word processor's tabs should be set automatically in half-inch increments; therefore, one press of the tab key should indent your paragraph one-half inch. If you are using a typewriter, press the space bar five times.
5. Double-space between paragraphs—do not quadruple-space!

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Figure 4. Example of Text With Ragged Right Margin.

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Figure 5. Example of Text With Justified Right Margin.

Using Text Headings

If your paper has more than three pages, you might consider using headings to break it up into sections. The MLA allows three ways to accomplish this:

- Numbers (arabic numerals only)
- Headings
- Numbers with headings

If you use numbers only, center them, and do not add extra lines before or after the number. (Your entire paper, including the headings, should be double-spaced only.)

Use numbers for main-level (first-level) headings only. If you need subheadings (second-level headings), use lower-case letters (see Figure 6).

If you use headings, or numbers with headings, place them flush left.

Figure 6 shows an example of headings taken from a paper entitled "Attitudes Toward Evolution in Victorian Literature." See the sample paper in Appendix B for another example.

1. Charles Darwin
 - a. Criticism From Scientists
 - b. Criticism From Religious Leaders
2. John Tyndall
 - a. "The Belfast Address"
 - b. Fragments of Science
3. Sir Edmund Gosse
 - a. Philip Henry Gosse's Omphalos
 - b. The Dilemma of the Fundamentalist and Scientist

Figure 6. Sample Headings.