Student Name

Nicolia

Sophomore English, Period

Day Month Year

 Title (be unique with your title)

1. Open Google Docs
2. Font: Times New Roman 12 pt
3. Margins: 1 inch on all sides – should already be set that way. You can check in “format”
4. Left Justification
5. Spacing: double space (format – paragraph – spacing - double spacing)
6. Page numbers: (Insert – Page numbers – top right – ok) highlight the number, double check font and size, then click in front of the number. Then hit “return” once. Then type your last name and a space. It should look like mine above.
7. Now click into your document (**not the header**) and type the MLA heading: left justified
	1. Your Name
	2. Nicolia
	3. Sophomore English, Period
	4. Day Month Year (ex. 10 November 2015)
8. Title: centered (make it original, capitalize important words) - do NOT tab it! Do not bold, underline, etc.
9. Indentation of paragraphs – hit the tab key one time to indent new paragraphs
10. Begin introduction with a hook to gain the reader’s attention. Follow with background on the topic. End the first paragraph with your thesis. **Body paragraphs should go in the same order as the thesis.**
11. Body paragraphs should each BEGIN with a SUTW topic sentence pattern (#1-5 are all possibilities). From there, make sure to SHOW not TELL what is happening.
12. Do NOT use OPINION STATEMENTS… ex. I think, we should, our thoughts, you, your, etc.
13. When “quotations” are used, make sure to include the parenthetical citation like this:
	1. “Quote Quote Quote Quote Quote Quote Quote Quote” (Rand 22). The punctuation goes outside the parenthesis.
14. Wrap up the essay with a conclusion paragraph of 4+ sentences. This should restate the thesis and end powerfully.
15. Go back and proofread your paper – then print it and hand it according to the order below. ☺

* 1. Hand in DSPA in this order & with ALL these items:

**(TOP)**

* + 1. Rubric (yellow)
		2. Typed DSPA Response
		3. Prewriting Outline (Teal)
		4. Prewriting Support Outline (Purple)

**(BOTTOM)**