TYPING THE REPORT

Title Page
When using MLA format, there is no separate title page; the title is incorporated onto the first page of the report.

Header
Each page (including the title page) needs a header in the upper right hand corner, ½ inch from the top. The header includes the researcher’s last name and corresponding page number.

Heading
The heading is placed one inch from the top left margin and includes name, teacher, course, and date (in military form) IN THAT ORDER.

Margins
Use 1" margins on all pages, top, bottom, left and right. Sometimes it will be necessary to leave as much as one and a half inches at the bottom of the page, and of course the last page of a report may be a partial page. Never leave less than one inch, however.

Page Numbers
Number all pages consecutively throughout the report in the upper right hand corner, starting with the first page of the report and including the Works Cited, References, or Bibliography page. Page numbers should be one-half inch from the top. Type your last name before the page number on each page.

Outline Page
Your instructor may or may not require an outline. If it is included as part of your research paper packet, it should be placed either at the beginning or at the end of the paper so that it doesn’t interrupt the page numbering. The outline should be double-spaced. Outline pages should not be numbered. Additionally, the outline title must match the title of the paper. Note: the outline page might also be a separate document and will, therefore, need its own heading.

Body of the Paper
Research papers are always double-spaced. The first line of each paragraph is indented one-half inch (or one preset tab).

Works Cited, References, or Bibliography Page
Follow the sample. Only the heading will change, if your page is a References or Bibliography instead of a Works Cited.
Special Rules:

- Never split words with a hyphen from one line to the next.
- Never end a page with fewer than two typed lines (lines, not complete sentences) of a new paragraph. If you cannot fit two lines, carry the entire paragraph to the next page. (This is when you may leave slightly more than a one-inch margin; never leave less than one inch).
- Do not use contractions (EX: don't, haven't- Use "do not" and "have not" instead)
- Do not use slang (informal, non-standard vocabulary).

- You should always make a copy of your report, since the original may not be returned, or may, occasionally, be lost.
- Always save your rough draft, note cards, bibliography cards, and preliminary outline in case you are called upon to support your efforts in preparation of the paper.

The following pages are taken from an edition of the MLA Handbook.

PLAGIARISM


As you all probably know, plagiarism is literary theft. It is using someone else's words or ideas—whether from a print source or from the Internet as if they were your own. Plagiarism is such a serious offense that most colleges and universities have policies that severely penalize students who engage in plagiarism. These penalties include automatic failure in the class involved or student expulsion. To avoid any of these scenarios, it's a good idea to learn how to avoid plagiarism.

Study the following four passages. The first is the original passage by Aurelia Kamp. The second passage illustrates plagiarism. The third passage accurately rewords, quotes, and documents the words and ideas used from the original. The fourth passage accurately rewords and documents the ideas from the original but does not include direct quotes.

ORIGINAL PASSAGE

The cost-effective production of white corn is important to anyone who likes cereal for breakfast, tacos for lunch, tortillas for dinner, or Fritos for a snack. But reducing operation costs in order to keep down consumer costs is an ongoing problem for farmers. As we walked through the grain-bin area, Mr. A. pointed to a 3,500-gallon propane tank. During harvest, he explained, the tank was filled every other day. Then to reduce costs,

Mr. A. spent $70,000 to design and