

MLA Guidelines:
HOW MY TYPED PAPERS SHOULD LOOK

Below is a
SAMPLE ESSAY

Header - Upper right:
(Last name
Page number)

1 inch margins
Double-spaced

Top Left:
Name

Teacher
Class

Date Turned In

Title Centered

Font Style: Times
New Roman

Font Size: 12 point

Black Ink

In-Text Citation,
author's last name
and page number
where info was
found

In-Text Citation
where no page
number is available,
author's last name
only

In-Text Citation
when an author is
stated in the
sentence, page
number is the only
thing required

Daly 1

Angela Daly

Mrs. Adams

English 9

14 March 2011

A Call to Action: Regulate Use of Cell Phones on the Road

When a cell phone goes off in a classroom or at a concert, we are irritated, but at least our lives are not endangered. When we are on the road, however, irresponsible cell phone users are more than irritating: they are putting our lives at risk. Regulation is needed because drivers using phones are seriously impaired and because laws on negligent and reckless driving are not sufficient to punish offenders.

As of 2000, there were about ninety million cell phones users in the united states, with "85% of them using their phones while on the road" (Durtley 1537).

Because of evidence that cell phones impair drivers by distracting them, some states have considered or implement laws restricting their use in moving vehicles. Those driving while using cell phones have an 80% increase risk of causing or being involved in an automobile accident (Kane).

Scientific research confirms the dangers of using phones while on the road. In 1997 results from a study conducted by Joan Strowy show that:

Using a cellular telephone was associated with a risk of having a motor vehicle collision that was about four times as high as that among the same drivers when they were not using their cellular phones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at or above the legal limit. (14)

Microsoft Word / Typing Shortcuts

Shortcuts are used to increase typing speed and efficiency.

CTRL+1	Single Space	CTRL+ 2	Double Space
CTRL+5	1.5 Spacing	CTRL+Z	Undo
CTRL+Y	Redo	CTRL+C	Copy
CTRL+X	Cut	CTRL+V	Paste
CTRL+L	Left Justified	CTRL+E	Center Justified
CTRL+R	Right Justified	CTRL+M	Block Indent Text
CTRL+T	Creates Hanging Indent	CTRL+F	Find Menu
CTRL+H	Replace Menu	CTRL+B	Bold
CTRL+U	Underline	CTRL+I	Italics
CTRL+S	Save	CTRL+N	New Document
CTRL+O	Open Document	CTRL+P	Print
CTRL+[Decrease Font Size by 1pt	CTRL+]	Increase Font Size by 1pt
CTRL+A	Select All	CTRL+Enter	Inserts Page Break
CTRL+Arrows (Right/Left)	Moves Cursor One Word At A Time	CTRL+Arrows (Up/Down)	Moves Cursor One Paragraph At a Time
SHIFT+Arrows	Highlights text	SHIFT+ CTRL+ Arrows	Highlights Text One Word/ Paragraph At a Time
F7	Spellcheck	F5	Refresh

These shortcuts are not necessarily Microsoft Word specific. They may or may not work in other processing software. Test them out. Happy typing!

*Remember that if you are using a Mac the same shortcuts apply just use the Command key instead of the Ctrl key.