

# Concept Essay Formatting

This is your teacher again hailey sure and I'm here to basically give you the second video in our series of formatting your paper and this tells you what you need to know about formatting the concept paper which is a little bit different than the remember to that paper just because it requires a work cited page so this will refresh your memory. How to do mla citation in general but also the works cited page? We're looking at just a body of text? I mean for example for your intents and purposes it is an essay.

Again just a refresh your memory the first thing. We'll do is click in this header space this inch of space between the very top of the [college paper services](#) and the body paragraph so you'll double click in there and then you see your header so in order to make your name and page number we will go to page number we'll go to topic page and then. We'll do plane number three make sure that your cursor is before the number if it's not you want to you want to place it there but normally this is default okay to type in your name and then hit space first based on see after that remember that for Word 2007 and Word 2010 Colibri is the default text so what you want to do is change it to Times New Roman and then change it to 12 point font okay and then double click in the regular text space in order to get out of that the header and we'll need to make you know basically where you put your name so okay you click in that space and then you add some space before your text exactly 1 returned before the text and write in your name right in your teachers my name right in the course which would be eg 103 B for composition 1 and then put in the date which it always goes day month year so again 21st of October 2010 and you're only doing one return from you know my name you know your name ok nor your name and then the instructor name course name and date and then you'll hit hit return once more only ones hit ctrl + E to Center it or you can just hit the center button and put in the title of your icing ok remember that you want to capitalize everything except for prepositions and articles. B and of about after it gets long amid but by down during of off on prepositions don't cap noises. Hopefully you will pick a title that's more distinctive than title of your essay just because that doesn't actually tell you much about the essay that you're being presented ok so at this point what we would do is hit ctrl an a or highlight all of the text and then right-click in the body of the text select paragraph line spacing double and don't add a space between paragraphs of the same style this is a big deal for Word 2007 and 2010 it's not a big deal for earlier editions award okay there you go and and for this we would stop right there for the remembered event but since this is the concept si requires a work cited page which you'll remember from assignment 2 so in order to do the work cited page get to the very end of your paper you can either hit you know the end button or you can just roll down like I did and then just keep hitting return until you get to the very next page because you'll need a new page for the we're excited we're excited to always come on a new patient and it's only for work cited.

## What you want to do is some indentation issues

Hit ctrl e or center and then put works cited it must be work cited it can't be work cited it can't be references it can't be work consulted that something's different you want to just have the words works cited not underlines and nothing you've done to it just plain works cited okay then you hit return you make sure it's left aligned again either ctrl L or just hitting the button like. I did and then you need to fill it up with citations I'm pulling some from the owl at Purdue page. I need some quick citations see Allah produce a great resource to if you were looking for a particular type of citation is really good if you have a sort of unusual citation and you need help with it that's a great resource this one it'll be done okay so when you feel excited really just don't work worried about indentation as you're writing it just get all your citations. What you want to do is highlight all of it and you can here's one way of doing anyway highlight all of it right-click select paragraph you want to make sure that line spacing is still double and you don't want to add paragraph you want to check this box so it doesn't add space but what's really important is this special box and you'll select hanging and then you'll let the preset be point five then you hit OK

and there you go I mean all you have to do is change the font to make sure it's time to New Roman 12 but it gives you exactly the indentation that you want you can also do this another way let's see oops okay let's say I was back to where I was originally okay you can also highlight all of it and mess with the ruler up here the top triangle is the first line indent the bottom is the is all other lines so what you do is you would just pull it to the half-inch mark and then pull the top one back so it and that you know that's just another way of doing it if you prefer it kind of gives you more control if you like I like the other method just because I don't know but anyway that is your work cited page just make sure that it is in alphabetical order that's the last thing to do so again we have it's up here okay yeah and so make sure it's in alphabetical order and then you're completely done with formatting the MLA way.