

Reminders/Tips for Essays

- 1) Be sure that your essay has an introduction (which should include your thesis statement), at least 3 support paragraphs, and a conclusion.
- 2) DO NOT USE 1st person in your essay(unless otherwise specified by the essay prompt that this is acceptable). The tone is too informal for a formal essay. If you are stuck because of this, you may say “the reader” or “one”.
- 3) Be sure to enclose quoted material within double quotation marks and cite it! CITE IT! CITE IT!
- 4) For parenthetical citations, use the author’s last name and pg # that the material came from. Ex: (Euripides 795). The parenthetical citation comes at the end of the sentence and the period comes AFTER THE CITATION. Ex: Medea begs King Kreon for one day as she says, “Please let me stay just one more day, that’s all” (Euripides 795).
- 5) No HANGING QUOTATIONS-you need to provide a lead-in for quotes. From #4 the phrase “Medea begs King Kreon for one day as she says” is the lead-in. This lead-in lets the reader know that you are about to give a textual quote.
- 6) If you utilize quotes or paraphrases from works in our anthology that do not have a set author such as *Gilgamesh* or the biblical texts, you will use the general editor’s name or the translator’s name in the citation. The general editor for our anthology is Martin Puchner. Ex. Enkidu is weakened and depressed as, “Tears filled his eyes,/ he was listless, his strength turned to weakness.” (Puchner 17). If you decided to go with the translator’s name, then you would use Foster instead of Puchner in the case of the *Gilgamesh Epic*. Just be sure you pick one and stick with it throughout your parenthetical citations and list the work by that author’s name on the work cited page.
- 7) If you have parenthetical citations, YOU ARE REQUIRED TO PROVIDE A WORK CITED PAGE!!! This is a page all on its own. Do not simply tack it on after your conclusion. You will put the words Work Cited in the center of the page at the top. Double space and then begin your entry. It should look something like this:

Work Cited

Puchner, Martin, et. al. *Genesis 1-4*.

The Norton Anthology of World Literature. Vol A. 3rd ed. New York: W. W. Norton & Co., Inc.

2012. 158-161.

- 8) Be sure to provide your own title for your essay which gives the reader an indication of what your essay is about. **Don’t use the title of the work being discussed as the title for your essay!!! Do not simply entitle it *Gilgamesh* or Essay Question #2.** This shows a lack of effort and creativity and will put your reader off. Also, there is no need to bold, underline, italicize, or enlarge your essay’s title. Simply center it.
- 9) Be sure to have a header on each page of your essay. A header for MLA format appears in the upper right hand corner of each page and consists of your last name and the pg #. Ex: McCune 2. To insert a header, you usually go into “View” on the toolbar, hit “header/footer” and a box will appear at the top of your page. Tab over to the right margin and type your last name and the #.
- 10) If you have any further questions, or need to see an example of a MLA formatted paper, go to the Writing Center located on the first floor of Thompson Hall. They have tutors and handouts which show you the technical aspects of MLA format. You may also go to the Writing Center’s web page to see examples.