

Tables and Figures: Tables should be labelled "Table," given an arabic numeral, and captioned (with those words flush to the left-hand margin). Other material such as photographs, images, charts, and line-drawings should be labelled "Figure" and be properly numbered and captioned.

Binders/Jackets: Some teachers prefer that you place your paper in a report jacket. If so, then don't use the plastic envelopes as these are a nuisance. If your teacher does not require a jacket, then a simple staple in the upper left-hand corner of your paper should suffice.

Cover Page: If your teacher requires a title page, center the title one-third of the way down from the top of the page; then center your name, the name of the teacher, the course name and the submission date two-thirds of the way down. Don't forget to double space!

Life in the Ghettos

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Mr. G. Hall

English 2201

12 April 2003

DOCUMENTATION:

Documentation will take two forms in your paper:

1. In the Works Cited section, where all the sources you've used should be listed alphabetically.

Sample In-text Citation