

MANUSCRIPT FORM

The novelist and poet Peter De Vries once observed that he very much enjoyed writing but that he couldn't bear the "paper work." Behind this playful pun is a half-serious impatience with the mechanics of it all. You may feel some of that too, but don't let your thoughtful, carefully revised paper trip over minor details. The final draft you hand in to your instructor should not only read well but look neat. If your instructor does not provide specific instructions concerning the format for the paper, follow these guidelines:

1. Papers (particularly long ones) should be typed on 8-1/2 by 11-inch paper in double space. Avoid transparent paper such as onionskin; it is difficult to read and write comments on. If you compose on a computer using word processing software, be certain that the print is legible. If your instructor accepts handwritten papers, write legibly in ink on only one side of a wide-lined page.

2. Use a one-inch margin at the top, bottom, and sides of each page. Unless you are instructed to include a separate title page, type your name, instructor's name, course number and section, and date on separate lines one inch below the upper-left corner of the first page. Double space between these lines and then center the title two spaces below the date. Do not underline or put quotation marks around your paper's title, but do use quotation marks around the titles of poems, short stories, or other brief works, and italicize the titles of books and plays (for instance, *Racial Stereotypes* in "Battle Royal" and *No Child . . .*). Begin the text of your paper two spaces below the title. If you have used secondary sources, list them on a separate page at the end of the paper. Center the heading "Notes" or "Works Cited" one inch from the top of the page and then double space between it and the entries.

3. Number each page consecutively, beginning with page 1, a half inch from the top of the page in the upper-right corner.

4. Gather the pages with a paper clip rather than staples, folders, or some other device. That will make it easier for your instructor to handle the paper.

TYPES OF WRITING ASSIGNMENTS

The types of papers most frequently assigned in literature classes are explication, analysis, and comparison and contrast. Most writing about literature involves some combination of these skills. This section includes a sample explication, an analysis, and a comparison and contrast paper. For a sample research paper that demonstrates a variety of strategies for documenting outside sources, see page 2097. For genre-based assignments, see the sample papers for writing about fiction (p. 19), poetry (p. 799), and drama (p. 1431).