

I. **Paper Type**

Paper must be white, 8 ½" x 11", and bound by a staple in the upper left-hand corner.

II. **Title Page:**

The main title is horizontally centred on the top half of the page (default margins).

- A. **8 Enters** (about one-third down the page).
- B. **Title** is in initial caps.
- C. **Title** is centred horizontally.
- D. Could use a slightly larger font size than text.
- E. **Enter 12 times** after title/subtitle.
- F. Type and centre the name of the writer.
- G. **Enter 16 times** after name of writer.
- H. Type and centre the **name of the course**.
- I. Double space and type the **name of the teacher**.
- J. Double space and type the **date**.
- K. **Course, teacher, date** near bottom of page.

**The Best Super-Heroes of Our Time:
From Superman to Spider-Man**

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English 621
Mr Coffin
21 May 2008

III. The Outline

The outline follows the title page and is numbered using the student's surname and lower case **Roman Numeral i** in the upper right hand corner. Computer commands differ, but look for **Insert ↔ Outline** (WordPerfect) or **Insert ↔ Page #** (Word). Ensure that:

- A. **Subordinate Points** are listed properly (Subordinate Points are general; the Supporting Details are specific.)
- B. All phrases are brief and consistent, following parallel structure.
- C. Numbering is very specific. See model.
- D. Formatting of the Outline page is as follows: Top margin is one inch and the body has one inch margins. Headings are each indented one-half inch. (Tab)

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The Best Super-Heroes of Our Time

I. Introduction

Throughout comic book history, many superheroes have come and gone, but few have the impact of Superman, Batman, Iron Man, and the amazing Spider-Man.

II. Superman

- A. Is faster than a speeding bullet.
- B. Can leap tall buildings in a single bound.
- C. Is stronger than a locomotive.
 - 1. Turned the earth's rotation backwards
 - 2. Stopped an airliner from crashing
 - 3. Beat up a locomotive

III. Batman

- A. Owns the night in Gotham City
 - 1. Crime is at an all-time low
 - 2. Villains are all in custody
 - 3. Night is scared of bats
- B. Stands up for the downtrodden in society
- C. Relies only on his wits and a very cool bat-suit

IV. Iron Man

- A. Made his awesome suit out of empty tin cans
 - 1. Tuna
 - 2. Campbell's Soup
 - 3. Miller Light
- B. Flew from New York City to Los Angeles in four minutes
- C. Was the one responsible for the apprehension of the Kingpin

V. Spider-Man

- A. Does whatever a spider can
- B. Spins a web - any size
- C. Catches thieves just like flies
 - 1. Outwitted Doctor Octopus
 - 2. Outlasted the Green Goblin
 - 3. Out-punched the Sandman
- D. Arrives just in time

VI. Conclusion

Heroes such as Superman, Batman, Iron Man and Spider-Man have stood the test of time and remain relevant and pure icons.

IV. The Research Paper Format

A - Spacing

1. All papers are to be **double-spaced and typed**.
2. Do not force the double spacing by pressing enter at the end of the line. Instead, let **WordPerfect** or **Microsoft Word** adjust the line spacing even after the document is typed.
3. This can be done as one step at the beginning of the document by choosing the following path structure: **Format** ⇨ **Line** ⇨ **Spacing** (WordPerfect) or **Page Layout** ⇨ **Paragraph** (Word).

B - Quotations

Short Quotations - (three lines or less, except for poetry) are run in with the text using quotation marks.

Superman's life had a very interesting start. "In the late days of planet Krypton, Jor-El (Superman's father) was embroiled in a fierce civil war" (www.dc-comics.com).

Long Quotations

1. When you quote more than four typed lines of prose or more than three lines of poetry, set off the quotation by indenting it 10 spaces from the left margin.
2. To do the above instructions use two left indents. In WordPerfect, the path structure is: **Format** ⇨ **Paragraph** ⇨ **Indent** or the **F7** key. In Microsoft Word, use **Page Layout** ⇨ **Paragraph** ⇨ **Indentation**. Use the normal right margin and do not single space.
3. Long quotations should be introduced by an informative sentence, usually followed by a colon. Quotation marks are unnecessary because the indented format tells readers that the words are taken directly from the source.

Devout Batman followers follow the teachings of the Ras Al Ghul. He was Batman's first teacher and taught him the essence that unites all super-heroes today:

Life is full of suffering; that most of that suffering, including the fear of earth, can be traced to "desire", the man's habit of seeing everything through the prism of the self and its well-being; that this craving can be transcended, leading to peace and eventually to an exalted state of full enlightenment called Nirvana (McDowell 71).

Indirect Quotation - (Reports someone's words without quoting word for word - involves rewording someone else's ideas.)

According to McDowell, Bruce Wayne was raised in luxury, sheltered and shielded from sickness and poverty. Tradition states that one day his butler, Alfred, drove him outside of his estate where, for the first time, young Bruce saw sickness, old age, and death. Shocked at these scenes of misery, his life was forever changed (78).

B - Margins

⇨ Set document for one inch margins.

C - Pagination

⇨ For pagination of the actual paper (not the outline), use your surname and Arabic numbers: example: **Olsen 1** is placed in the top right hand corner. One can change the value of the page number if pages are typed out of sequence by using the **value option** and typing in the **value of the new page**. Path structure: **Format** ⇨ **Page** ⇨ **Numbering**.

D - Font and Size

When typing a report, use an easily-read font face and size no smaller than 10.

V. Referencing Within the Text

In research papers and in any other writing that borrows information from other sources, the borrowed information - whether it is quotations, summaries, statistics, or anything not considered common knowledge - must be clearly documented. The most commonly used, and possibly the simplest, means of documenting your sources is to use **in-text citations**. This method recommends that the reference be given in the text of the paper rather than in footnotes or endnotes. This means placing your citation or reference to the source in parentheses immediately after your borrowed information in the text of the paper.

Plagiarism

Plagiarism is the practice of taking someone else's thoughts, writings, or ideas and passing them off as one's own. This involves direct copying and/or **rewording** of someone else's work. This handbook clearly outlines the procedure for properly citing such information in the form of direct and indirect quotations. This procedure **MUST** be followed to avoid plagiarism.

Consequences for Plagiarism

The consequences for intentional or unintentional plagiarism are severe.

1. Students who cheat will receive 0 % for the work under consideration.
2. Administration and parents will be contacted.
3. For a second offence in any subject, there will be a loss of credit in the course.

Remember: References in parentheses should be concise. ALWAYS begin with the author's surname, if given, followed by the name of the article. Of course, Internet citations are treated differently. The reader should be able to easily find the source in the **Works Cited** at the end.

VI. DOCUMENTING SOURCES

A list of works cited, which appears at the end of a paper, gives full publishing information for each of the sources you have cited in the paper. Start on a new page and title your list **Works Cited**. Then list in **alphabetical order** all the sources that you have cited in the paper.

1. Leave one inch margins all around.
2. Page number is placed in the upper right hand corner, one inch from the top.
3. The **Works Cited** title is centred and followed by two blank lines.
4. Alphabetize the list by the last names of the authors (or editors). If a work has no author or editor, alphabetize by the first word of the title.
5. Do not indent the first line of each entry in the list of works cited but indent any additional lines five spaces. To do this easily, use **hanging indent**. The Path: **Format** ⇨ **Paragraph** ⇨ **Hanging Indent** (WordPerfect) and **Page Layout** ⇨ **Paragraph** ⇨ **Special (Hanging)** in Word.
6. Do not double space, but leave a blank line between each entry. This method highlights the names by which the list has been alphabetized. The following examples illustrate the forms that the MLA (Modern Language Association) recommends for works cited entries. To ensure you've formatted your Works Cited page properly, enter your website/book/magazine/interview information in an online citation generator.

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Works Cited

"A State of Political Imbalance." World Book Encyclopedia. 2005 ed.

Crockett, Drake. "Why the World Loves a Hero." The Constant Meddler. 23 December 2007. The People's Palace. 12 Apr 2008
⇨<http://www.thepeoplespalace.org/meddler/crockett23.html>⇨.

D'Angelo, Dr. Beverley. "The Heart Wants What it Wants: Iron Man's Legacy." Newsweek 12 November 2006: 12-20.

Lee, Stan. "The Art and Wisdom of Spider-Man". Marvel Comics Inc.. March 13, 2008 ⇨www.marvelcomics.com⇨.

Octavius, Otto. The Superhero's Journey. New York: Eight Arms Publishing, 1987.

Remember:

Use this handout for reference when planning and writing this semester's major paper.