

All drafts, rough or final, must be formatted in the following way:

- In the upper left or right corner of the first page (*not* on a separate title page) list your name, the course title, my last name, the assignment number (1,2, 3 ...), and version (rough or final). Single space this information.
- The title of your essay should appear on the next line and be centered, not underlined.
- The essay itself must be double spaced.
- A single page should be about 350 words, so you need to use a **standard 12 point font** (preferably Times New Roman) or adjust your paper length accordingly.
- Pages must be numbered.
- Margins on all sides must be one inch.
- The paper must be stapled.
- Use of quotation must follow MLA citation guidelines.

Quotation Marks and Page Numbers: The boundary between your words and another writer's words must always be clear. Quotation marks establish this boundary, and page numbers (placed in parentheses at the end of your sentence) announce where the quotation can be found:

One of de Waal's important insights is that "motives often acquire lives of their own. As a result, they do not always neatly fit biology's dominant metaphors, which emphasize ruthless competition" (649).

Block quotations: Any quotation of four typed lines or more must be indented by 10 spaces or up to 1 inch on the left hand side of the page. Quotation marks are not used as the fact that the passage is a quotation is indicated by the indentation. The typical citation pattern here is reversed; the page number comes *after* the period:

De Waal is concerned about the metaphors of selfishness, competition, and survival of the fittest, and argues that altruism is an important component in any adequate explanation of animal (and human) behavior.

The original *function* of maternal care is obviously to raise one's own offspring, but the *motivation* to provide such care reaches beyond that function. The motivation has become strong and flexible enough to reach out to other young... Motives often acquire lives of their own. As a result, they do not always neatly fit biology's dominant metaphors, which emphasize ruthless competition. (de Waal 649)

De Waal's idea that motives can lead dogs (or people) to transcend selfishness may suggest that the problems Drucker sees between the sectors of the knowledge society can be overcome.