

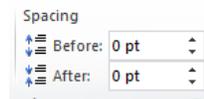
MLA Report Formatting with Word 2010

The Modern Language Association (MLA) style for formatting reports is widely accepted. The steps below will assist students in formatting their reports.

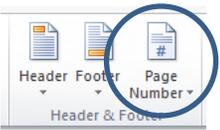
Format all margins at 1 inch. The header margin is one-half inch.

Double space the entire report. Remember to change the “spacing after” in the Page Layout tab to zero.

Ctrl+2 or



Create a **header** that will appear on every page. Insert a page number from the Insert tab—Top of Page, Plain Number 3. Click in front of the page number and type your last name and a space.



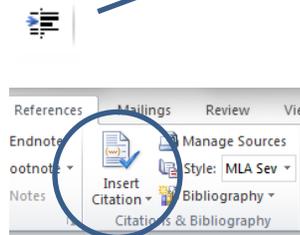
Key the **student information** section: student name, teacher name, class, and date (notice the date is day, month, and year with no punctuation).

Center the **title**. Capitalize the first letter of each word—Initial Caps.

Prepositions, conjunctions, and articles remain lower case unless they are the first word. **Bolding is optional and must be consistent with Works Cited page**

Indent a **numbered list** one inch from the left margin.

Create your **Citations** as you key your report or at any time. When citing a source is necessary, go to the References Tab and choose Insert Citation, Add New Source. For a ProQuest citation, choose “Article in a Periodical” and “Show all Bibliography Fields.” All your citations will be kept within the document and can be re-used by selecting the Insert Citation button. You can choose which sources to include or exclude in the Works Cited with the Manage Sources button. Textual citations can be edited within the document to include page numbers using the drop-down list arrow and choosing Edit Citation.



LastName 1

YourName
Teacher's Name
Digitools
19 October 2011

K9 Enforcement Team

“Law Enforcement Officers maintain law and order by protecting life and property, and preserving the peace” (Law 1). One of the tools some officers use is a dog that assists them in their duties. One of the reasons K9 units are increasing according to Detective Steve Echevarria is because, “the nose knows.” (Echvarria)

The Walla Walla City Police Department purchases Bearer, a yellow Labrador. Bearer works and lives with Echevarria and is trained to detect five odors:

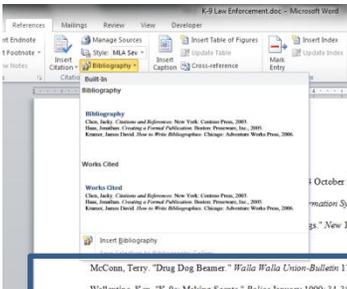
1. heroin
2. methamphetamine
3. cocaine
4. hashish
5. marijuana (McConn 17)

While Bearer is trained to detect drugs, other dogs are trained to detect bombs, bodies, or other chemicals. Dogs are also trained to control suspects or prisoners and are known as attack dogs. Some dogs are crosstrained to both detect odors and attack. Walla Walla has dogs trained in those areas including Mutz, Egon, Baron, and Zoro. (Echvarria)

Bearer searches homes, cars, offices, and even schools; she searches the air for odors. When Echevarria makes a traffic stop, Bearer runs around the car, sniffing the air. If she detects an odor, she will let Echevarria know. He will then get a warrant to search the vehicle.

➔ Set off a **long quote** (four or more lines) by indenting it one inch. Delete any indentation (tab) and the quotation marks.

➔ The sources are on a separate page—Ctrl+Enter. Go to the References Tab under Citations & Bibliography. Make sure the Style is MLA Seventh Edition. Choose Bibliography, Works Cited.



Center the words “Works Cited”, change font to black, change type size and style to be consistent with the document, check for double spacing, and change the “spacing after” in the Page Layout tab to zero. This feature will automatically sort, create a hanging indent, and format the Works Cited correctly.

McConn, Terry "Drug Dog Beamer." *Walla Walla Union-Bulletin* 17 June 2001: 17.

Wallentine, Ken "K-9s: Making Scents." *Police* January 1999: 34-35. 25 June 2001. <www.proquest.umi.com>.

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Works Cited

Echvarria, Steve. *Working With Drug Dogs* Rick Miller. 14 October 2002.

"Law Enforcement Officers 9414." *WOIS/The Career Information System* 2000. CD-ROM.

Lombardi, Kate Stone. "Busy Days for Bomb-Sniffing Dogs." *New York Times* 6 May 2001: 4. 25 June 2001. <www.proquest.umi.com/pdq>.

McConn, Terry. "Drug Dog Beamer." *Walla Walla Union-Bulletin* 17 June 2001: 17.

Wallentine, Ken. "K-9s: Making Scents." *Police* January 1999: 34-35. 25 June 2001. <www.proquest.umi.com>.

(Echvarria) The courts have determined that a dog sniffing the air around a car or home is not a search, but an officer looking through a car or home is. There is no Fourth Amendment violation when the dog is smelling what is in the air. (Wallentine 2)

A canine sniff by a well-trained narcotics dog does not require opening the luggage ... Thus, the manner in which information is obtained through this investigative technique is much less intrusive than a typical search. ... Therefore, we conclude ... [the sniff] did not constitute a search, within the meaning of the Fourth Amendment. (Wallentine 1-2)

The dogs alert the officer of the odor in a variety of ways. Beamer alerts Echvarria by scratching the area (Echvarria). Bomb dogs often just sit in front of the odor because scratching could cause it to explode. Bomb dogs such as Brant, Amy, and Simon from New York wear badges and work as a team, "with officer and dog at equal risk" (Lombardi 2). Luckily in New York no dog or officer in the bomb squad has been injured. (Lombardi 2-3) Injury to the dog is a concern of Echvarria, who makes sure a site is "clean" before the dog enters. Drug dealers are known to put poison in food or set traps for the dogs. According to Echvarria, Beamer is taught to not eat anything unless he says she can. Hurting a police dog carries the same penalty as hurting a police officer. (Echvarria)

Law enforcement officers have a very difficult and stressful job. A K9 team can make the job more effective. Since the courts are supporting an investigation that a human would not be able to do, "police service dog use us at an all-time high in the United States." (Wallentine 3) And working with man's best friend cannot be all that bad either. As Echvarria stated, "It's a bond; not everybody can go to work and play." (McConn 17)