

**Technology Connections  
MLA Report Formatting**

\_\_\_\_\_  
**Name**

The M\_\_\_\_\_ L\_\_\_\_\_ A\_\_\_\_\_ style for formatting reports is widely accepted. Many universities provide web resources for their students. A good one is <http://www.dianahacker.com/resdoc/humanities/intext.html>.

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

**Q1** What is the first item for the date? \_\_\_\_\_

2. Center the *title*. Capitalize the first letter of each word; prepositions, conjunctions, and articles remain lower case unless they are the first word.

**Q2** Use the capitalization proofreading mark to identify what should be capitalized in the following title: *the red badge of courage*

3. *Double space* the entire report.

**Q3** Hold CTRL \_\_\_\_ to select all; hold CTRL \_\_\_\_ to double space.

4. Indent *numbered and bulleted lists* one inch from the left margin using the increase indent button.

**Q4** Draw the increase indent button here:

5. Format left, right, top, and bottom *margins* at 1 inch; format the header margin at .5, and leave the gutter at 0.

**Q5** To change margins, select File \_\_\_\_\_.

6. A *note* may be additional material or a source not mentioned in the paper. A superscript number is placed in the body and the “note” appears at the bottom of the page. Indent and single space.

**Q6** To create a note, select the \_\_\_\_\_ menu and \_\_\_\_\_.

*Although the first line of the next paragraph could fit here, the MLA widow/orphan rule (and default feature in Word) requires at least two lines of a paragraph on a page. See Format, Paragraph, Line and Page Breaks.*

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Technology Connections  
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Dogs in Law Enforcement

“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.”

The Walla Walla City Police Department purchased Beamer, a yellow Labrador. Beamer works and lives with Echevarria<sup>1</sup> and is trained to detect five odors:

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

While Beamer 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. Beamer searches homes, cars, offices, yards, and even schools; she searches the air for odors. When Echevarria

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<sup>1</sup> Detective Echevarria has been a police officer since 1982. He has led the Drug Unit in arrests and seizures of illegal narcotics. Echevarria has worked with two drug dogs in his time on the force and has participated in numerous trainings.

makes a traffic stop, Beamer runs around the car sniffing the air. If she detects an odor, she will let him know. He will then get a warrant to search the vehicle (Echevarria).

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. According to Wallentine, there is no Fourth Amendment violation when the dog is smelling what is in the air (34). The Supreme Court stated:

A canine sniff by a welltrained 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 that . . . exposure of [the defendant's] luggage . . . to a trained canine--did not constitute a search, within the meaning of the Fourth Amendment. (Wallentine 34-35)

The dogs alert the officer of the odor in a variety of ways. Beamer alerts Echevarria by scratching the area (Echevarria). Bomb dogs often just sit in front of the odor because scratching could cause it to explode. Bomb dogs from New York work as a team, "with officer and dog at equal risk" (Lombardi 4). Luckily in New York no dog or officer in the bomb squad has been injured (Lombardi 4). Injury to the dog is a concern of Echevarria who makes sure a site is "clean" before the dog enters. Drug dealers have put poison in food or set traps for the dogs. Beamer is taught to not eat anything. As shown in Figure 1, Beamer has a badge. Hurting a police dog carries the same penalty as hurting a police officer (Echevarria).

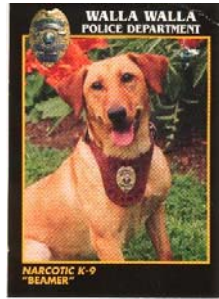


Fig. 1. K-9 Beamer, 2001

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 is at an all-time high in the United States" (Wallentine 35). And working with a talented dog like Beamer cannot be all that bad either. As Echevarria stated, "It's a bond; not everybody can go to work and play" (qtd. in McConn 17).

7. Create a **header** to appear on page 2 and subsequent pages. Use Insert, Page Numbers. Choose top, right, and remove check from *Show page number on first page*. Type student's last name at the cursor point.

Q7 Can you remove first page header using View, Header & Footer? \_\_\_\_\_

8. Set off a **long quote** (over four lines) by indenting it one inch from the left margin. Do not indent (tab) and do not use quotation marks.

Q8 Do quotes **under** four lines have quotation marks? \_\_\_\_\_

9. A **picture, chart, or table** inserted into a report should be placed close to the area where it is mentioned in the body and properly labeled. Insert the picture of Beamer and add the caption.

Q9 Under what menu is the caption command? \_\_\_\_\_

10. Insert a **page break** to separate the sources page. Center Works Cited.

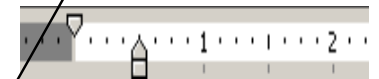
Q10 What does "cited" mean? \_\_\_\_\_

11. **Alphabetize** the source list. If a source begins with a symbol (such as quote marks), alphabetize by the first letter.

Q11 Under what menu is the sort command? \_\_\_\_\_

12. Sources are formatted as **hanging indents**. The first line begins on the margin while second and subsequent lines are indented one half inch.

Q12 Circle the part on the ruler that moves the second and subsequent lines of each source.



#### Works Cited

Echevarria, Steve. Personal interview. 25 June 2001.

K-9 Beamer. Mint Cards, 2001, 800.529.4761.

Law Enforcement Officers 9414. WOIS/The Career Information System, 2000.

Lombardi, Kate Stone. "Busy Days for Bomb-Sniffing Dogs." New York Times 6 May 2001: 4.

*ProQuest*. Bell & Howell Information and Learning Company. 25 June 2001.

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