

MLA Format Checklist

Heading (in this order):

- ✓ My Name
- ✓ Professor Name
- ✓ Course Title
- ✓ Date
- ✓ Title of paper

Format:

- ✓ Typed in 12-point font
- ✓ Readable Font (such as Times New Roman or Arial)
- ✓ Double spaced
- ✓ Black ink
- ✓ One inch margins around, text on left margin
- ✓ No extra spaces between paragraphs or heading(s)
- ✓ Page numbers are on top right, in proper format with student's last name (Smith 1)

Citations:

- ✓ Sources cited parenthetically in the proper format (Davis 19) or (19).
- ✓ Credit is given each time that the information is used, even if it is paraphrased or summarized.
- ✓ Each source listed on my works cited page is cited at least once within my paper.
- ✓ In-text citations follow MLA punctuation rules correctly [Example: "...prison industry" (Davis 19).]
- ✓ Block quotations (over five lines long) are indented, double spaced, and punctuated properly.
- ✓ In-text citations for block quotations are punctuated properly (see MLA format).

Works Cited Page:

- ✓ Works Cited page is the last page of the text (and has a corresponding page number)
- ✓ Entries are alphabetized according to the author's last name.
- ✓ Entries are not numbered.
- ✓ Entries are double-spaced.
- ✓ Entries are be formatted with a "hanging indent".
- ✓ All required information is included, in accordance with the MLA citation handbook (author, title, publication info, dates, format, etc)
- ✓ Each entry is correctly formatted, punctuated, capitalized, and titles are indicated properly, in accordance with the MLA handbook.