MLA Checklist

This checklist will help you ensure that your paper meets MLA requirements. The page number(s) listed in each item refers to the page where this information may be found in the *MLA Handbook for Writers of Research Papers*, 7th ed. Also, links are provided with additional information.

Check each box as you confirm your paper is formatted per the description.

1. Margins:
   Except for my page numbers, I have left one-inch margins at the top, bottom, left, and right of each page. The only exception is my header, which is one-half inch from the top on the right side of each page. p. 116
   More Info? (Click to see video)

2. Typeface:
   I have used a readable, standard font, such as 12 point Times New Roman. p. 116
   More Info? (Click to see video)

3. Line Spacing:
   My text lines are all double spaced for my entire paper, including my paper, quotations, notes, and my Works Cited list. p. 116
   More Info? (Click to see video)

4. Alignment:
   My text is aligned at the left margin but ragged at the right margin. This is called flush-left style. p. 116
   More Info? (Click to see video)

5. Text Spacing:
   I left one space after all punctuation at the end of a sentence, unless my professor prefers two spaces. pp. 77, 116
   More Info?

6. Indenting for Paragraphs:
   I have indented the first line of every paragraph by hitting the TAB key, which should indent ½ inch. p. 116
   More Info? (Click to see video)
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7. **Heading:**
   - I have not used a cover page and, instead, have presented by heading on the first page, up against the left and top margins. My heading is double spaced and includes my name, my instructor’s name, the course name and number, and the date—in that order.  p. 116
   - More Info?

8. **Headers:**
   - One-half inch from the top on the right side of each page, I have included my last name and page number. pp. 117-118
   - More Info?

9. **Quotation Marks:**
   - I have placed quotation marks around all directly quoted material that is less than four lines long AND any article or chapter titles when these are mentioned in the text and my Works Cited list.
   - pp. 89-93
   - More Info? (Click to see video)

10. **Italics:**
    - I have placed titles of longer works, such as books and journals, in italics in both my text and in my Works Cited list.  p. 88
    - More Info? (Click to see video)

11. **Writing Style:**
    - I have aimed for a clear, clean writing style that is appropriate for my audience and have used first person pronouns only if such use is appropriate for my assignment.
    - *Note:* MLA style does not prohibit first person pronouns, but some schools, programs, or instructors may. pp. 49-50
    - More Info? (Click to see video)
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12. Writing Numbers:
   If my project involved infrequent use of numbers, I have spelled out all numbers as words. If my project involved frequent use of numbers, I have used numerals when writing dates, addresses, and with abbreviations. However, even if I have used numerals, I have not started a sentence with a number. pp. 81-85
   More Info?

13. Parenthetical Citations:
   I have documented all summarized, paraphrased, and quoted material with a correct parenthetical citation and have reviewed citation formatting in the MLA Handbook or the Excelsior College OWL. I have placed the period after my citations in all cases, except for block quotes. pp. 214-219
   More Info?

14. Blocked Quotations:
   I have used the block format (indented one inch, no quotation marks) for all quotations that are longer than four lines. p. 94
   More Info?

15. Citing Poetry:
   If I have quoted poetry, I have used quotation marks around shorter quotes of two or three lines. In this case, I have used a slash to separate the lines. If I have included longer quotes of more than three lines, I have used a block format with the usual spacing and formatting from the work. p. 95
   More Info?

16. Works Cited:
   I have included a full Works Cited entry for every source cited in my text. I have created a separate Works Cited page, centered the words Works Cited at the top, placed my entries in alphabetical order, and used a hanging indent for all lines after the first line of each entry. I have reviewed the detailed instructions for formatting each reference in the MLA Handbook or the Excelsior College OWL. *Note: Parenthetical citations and the Works Cited page must correspond. pp. 126-212
   More Info?