Checklist for MLA: Formatting Your Paper
(Go to http://owl.english.purdue.edu/owl/resource/747/01/)

Formatting

- Do you have 1" margins throughout the paper (top, bottom, left, right)?
- Did you use Times New Roman in a 12 point font size?
- Did you double-space the paper?

- Are your last name and the page number in the upper right-hand corner of each page (0.5" from the top, or inserted using the "header" function in Word)?
- Is the heading in the upper left-hand corner of the first page?
- Does the heading include:
  - Your name?
  - Your instructor's name?
  - The course name?
  - The date?
- Does the paper have an original title (other than something like "Final Paper")?
  - Is the title presented without being bolded, italicized, or placed in quotation marks?

In-text Citations

- Are all sources properly cited using in-text citations?
  - Does each source have an entry on the works cited page?
  - Are all direct quotes in quotation marks?
  - Do all paraphrases and summaries clearly indicate that they come from other sources?
  - Does each in-text reference include a parenthetical citation that includes the author's last name (unless it is obvious from the context of the sentence who you are referencing) and the page number from which the information was taken?
  - If a quotation is 4 lines or more, is it block-quoted (i.e. double-spaced, indented 1 inch from the left margin)?
  - Have you clearly indicated where you found all information you did not previously know?

Works Cited Page

- If you've used outside sources, do you have a works cited page? Is it titled "Works Cited" (without the quotation marks)? Does it have a page number (that follows the last page of your paper) and your last name?
- Are the entries in your list of works cited in alphabetical order by the author's last name (if there is no author listed then use the first world of the article to alphabetize)?
- Are you using a hanging indent for each of your reference entries?
- Are your references double-spaced in Times New Roman, font-size 12?
- Does each source listed on the reference page also have a corresponding in-text citation (i.e., a citation within the body of the essay)?