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MLA Checklist

This checklist is intended to help identify the parts of a paper formatted in MLA style.
Check with your professor to determine which parts are required for your assignment.

This list follows requirements from the seventh edition of the *MLA Handbook for Writers of Research Papers*.

Text Formatting

- ✓ *MLA Handbook* suggests using an "easily readable typeface (e.g., Times New Roman)…."
- ✓ Use a standard font size such as 12 point.

Page Numbers

- ✓ All pages of the paper have a page number. In Microsoft Word, page numbers can be added using the Page Number feature.
- ✓ Number all pages one half inch from the top of the page, flush with the right margin.
- ✓ Type your last name before the page number.

Margins and Spacing

- ✓ Double space the entire paper.
- ✓ Use a one inch margin at top, bottom and sides of paper.

Heading and Title

- ✓ No title page is needed.
- ✓ On the first page of the paper, one inch from the top of the page, flush with the left margin, and on separate lines, type your name, your professor's name, the course number, and the date.
- ✓ The title is centered on the page. Title only appears on the first page of the paper.
- ✓ The title is not underlined, italicized, placed in quotations marks, boldface, or in all capital letters.

Parenthetical Citations

- ✓ Typical citations will include only an author's name and a page number, for example (Hogan 9).
- ✓ No punctuation appears between the name and the page number.
- ✓ If the author's name is used in the text, only a page number is used.
- ✓ Periods used as end marks appear after the citation.

Works Cited Page

- ✓ The Works Cited page should begin on a new page at the end of the paper. Continue the page numbers from the text of the paper.
- ✓ The heading, Works Cited, appears at the top of the page.
- ✓ Works Cited page requires the hanging indent format. Remember Microsoft Word will create the hanging indent format.
- ✓ Entries are arranged alphabetically by author's last name. If author is unknown, alphabetize by title, ignoring *A*, *An*, or *The*.