

## MLA Checklist

Use the following checklist to ensure your paper meets MLA requirements for formatting and documentation. If anything is confusing, be sure to ask ASAP and/or consult the resources on Bb under “Lessons” or in your *LB Brief* handbook.

### Format

- Use at least 1-inch margins at the left, right, top, and bottom of each page.
- Use Times New Roman, 12 pt. font.
- Double space everything, including block quotations, references, titles, and headings.
- Everything should be ONLY double spaced. Remove the extra spaces that MS Word inserts when you hit enter (under spacing options).
- Place your last name and the page number within the top margin of each page, right-justified. To do this use the “Insert Page Number” function in MS Word. Once the number is inserted, you’ll see a cursor. Type your last name and close the header.
- Indent ½ inch to begin paragraphs.
- Your name, your instructor's name, the course number, and the date should be placed at the top-left of the first page, double-spaced.
- Center the title on the next double-spaced line, in plain type (not bolded, italicized, underlined, or in a larger font), capitalizing the first letter of all major words. The title may occupy one or two lines, depending on its length. The main text follows on the next double-spaced line, indented ½ inch.

### The Works Cited Page

- Start your Works Cited page on a new page at the end of your essay. Title the page Works Cited on the top line, centered.
- List your sources in alphabetical order.
- Double space all entries and give them a hanging indent format (all but the first line of each entry are indented ½ inch from left margin; to do this, highlight all of your entries, open the paragraph dialog box and under indentation select “hanging” from the special options drop-down. )

- ❑ Keep in mind title formatting rules. Titles of books, magazines, newspapers, films, websites and other “containers” or larger works are *ITALICIZED*. For example, *The New York Times*. The smaller things that are contained within those works such as essays, articles, chapters, scenes, pages, etc. are placed in quotation marks. For example, “Listening” by Eudora Welty.
- ❑ Entries should include all required information for that type of source. This means you will need to look up what is required in your LB Brief before you can create your works cited entries. Different sources require different information.
- ❑ If some information is missing, indicate with n. pag. (no pagination), n.p. (no publisher), n.d. (no date).
- ❑ Note the medium of publication: Print, Web, Video, Personal interview, CD, Television, etc. at the end of entry.

### **In-Text Citations**

- ❑ Include a parenthetical reference at the end of the sentence for ALL uses of others’ ideas (summary, paraphrase, and direct quotation).
- ❑ The parenthetical reference includes the page number if there is one and the author’s last name if you haven’t used it in the signal phrase.
- ❑ If there is no author and no page number, use the next element of the works cited entry for your source if you did not use it in the signal phrase. If you did already attribute the source in your signal phrase and no page number is available, no citation is required.