**MLA Style Checklist**

\_\_\_\_\_ 1. 1” margins

\_\_\_\_\_ 2. 12-point font throughout (Times New Roman)

\_\_\_\_\_ 3. Double-spaced throughout

\_\_\_\_\_ 4. ½” running header with student’s last name and page (right justified)

\_\_\_\_\_ 5. NO title page

\_\_\_\_\_ 6. First page heading with:

Student’s Full Name

Faculty Advisor’s Name

Name of Course

Date (Day Month Year)

\_\_\_\_\_ 7. Centered Title (with NO underline, italics, or boldface)

\_\_\_\_\_ 8. No first-person language or personal pronouns (e.g. I, me, us, we, etc.)

\_\_\_\_\_9. Does your paper contain a block quote and list quote ( See #10 for format)

\_\_\_\_\_ 10. Quotations four (4) lines or more are set-off one inch from left margin.

\_\_\_\_\_ 11. Works-Cited title is centered 1” from the top of the page with NO underline or boldface.

\_\_\_\_\_ 12. The list of works cited is NOT numbered. Each entry ends with a period.

\_\_\_\_\_ 13. Works-cited entries are in alphabetical order by the first word in the citation; if no author is

listed, the first word of the title is used.

\_\_\_\_\_ 14. Each works-cited entry has at least one corresponding parenthetical citation in the text of the

paper.

\_\_\_\_\_15. Is every fact in your paper cited in parenthesis (author last name page #) or if no author

(“shorted title” Page #) or if internet with no page numbers (Author last name ). With period AFTER the parenthesis unless a block quote.

\_\_\_\_\_16. Is the paper at least 5 FULL pages?