**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, you, me, us, we, etc.)

\_\_\_\_\_ 9. All tables, charts, graphs, and pictures are labeled and properly cited.

\_\_\_\_\_ 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. Each citation is annotated with a brief description and critique of the source.

\_\_\_\_\_ 16. All web hyperlinks are “turned off” with NO underlining or change in font color.

\_\_\_\_\_ 17. All URLs are complete with NO hyphenation and break only after a slash