

MLA Paper Checklist Before Submitting!

Make sure all of the boxes below are checked before you submit your MLA style report/paper!

Did I....?

- use 12pt Times New Roman font
- double space the entire paper
- use 1" margins
- place my name, teacher's name, class name and date (each on a separate line) in the upper left corner of my 1st page
- place my last name and a page number in the upper right corner of every page (1/2" from the top)
- center the title of my paper on the first line of page 1 after the date (no italics, no bold, no underline!)
- tab the first line of each paragraph (tab in 1/2")
- have a quote that ran more than 4 lines- tab in the entire quote an additional 1/2"!

- cite all of my sources properly throughout my paper (include the author and page number or key words if an author was not available)
 - make sure each source has an entry on the works cited page
 - make sure all direct quotes are in quotation marks
 - make sure all paraphrases and summaries clearly indicate that they come from other sources
 - put my punctuation in the right position

- include a Works Cited page at the end of my paper
 - center the words Works Cited on the works cited page (no underline, bold or italics)
 - still double-spaced
 - tab in all 2nd and following lines of a single citation (1/2")
 - ALPHABETIZE my list by author name or the first word of the citation
 - follow all MLA rules for citations
 - make sure all sources on my Works Cited page are also mentioned/cited in my paper

- have someone else proof-read my paper and check my citations (a teacher, a parent/guardian, a knowledgeable friend)