

MLA Checklist

This checklist will help you ensure that your paper meets MLA requirements. The page number(s) listed in each item refers to where this information may be found in the MLA Handbook, 9th edition.

1. Margins

Except for my running head, my margins are 1 inch at the top, bottom, left, and right of each page (1).

2. Typeface

I have used a readable, standard font between 11 and 13 points. One example is 12-point Times New Roman. With the possible exception of note numbers, I have used the same font (size and type) throughout my paper (1).

3. Line Spacing

I have double-spaced all of my text throughout my paper including the header, quotations, and Works Cited list (2).

4. Alignment

My text is aligned at the left margin but ragged at the right margin. This is called flush-left style (2).

5. Text Spacing

I have inserted one space after punctuation marks, including those at the ends of sentences. I have inserted no spaces between internal periods in lowercase abbreviations, such as i.e. and a.m (2, 293).

6. Indenting for Paragraphs

I have indented the first line of every paragraph $\frac{1}{2}$ inch, and I have used the tab key, ruler, or paragraph feature consistently. The remaining lines of my paragraph are left aligned (2).

7. Header

My header is on the first page against the left and top margins. It is double spaced and includes my name, my instructor's name, the course name and number, and the date—in that order (2).

Exception for group projects: If there are multiple authors, a title page may be used with each author on a separate line (3).



8. Running Head

My last name and page number are in the running head which is located ½ inch from the top and right side of *each* page.

NOTE: If there are multiple authors and the names cannot fit on one line, use the page number by itself in the running head (4).



9. Title

My title is centered on the page one double spaced line after my header. My title and subtitle (if there is one) use title-style capitalization (2-3, 54).

For more information about title-style capitalization, see the [Formatting Titles | Title Case](#) page within the OWL.



10. Quotation Marks

I have placed quotation marks around all directly quoted material that is less than four lines long AND any article, chapter, essay, television episode title, or other short work when these are mentioned in the text and my Works Cited list (66, 253).



11. Italics

I have placed titles of longer works, such as books, journals, or movies, in italics in both my text and in my Works Cited list (66).



12. In-Text Citations

I have documented all summarized, paraphrased, and quoted material with correct in-text citations and have reviewed citation formatting in the Excelsior OWL or MLA Handbook.

If I have mentioned the author in the text, I have put only a location indicator (e.g. page number) in parentheses. If I have not mentioned the author in the text, I have put the author's last name and page number in parentheses. If there is no author, I have used the title—shortened if necessary—instead. I have placed the period after my citations in all cases, except for block quotes (227-230).



13. Block Quotations

I have used the block format (indented half an inch, no quotation marks, period directly after the text) for all quotations that are longer than four lines (254-255).



14. Citing Poetry

I have used quotation marks around shorter quotes of two or three lines. I have used a forward slash (/) to separate the lines and two forward slashes (//) for a stanza break. If I have included longer quotes of more than three lines, I have used a block format. If the spacing in the poem is not standard, I have tried to replicate the formatting from the work (255-258).



15. Writing Numbers

If my project involved infrequent use of numbers, I have spelled out numbers that can be written in a couple of words. I have used numerals for other numbers. If my project involved frequent use of numbers, I have used numerals with units of measurement and data.

For all projects, I have used numerals for dates, times, addresses, and decimals.

NOTE: The date style selected should be used consistently throughout your paper. Choose either date-month-year OR month-date-year (82-83, 86).



16. Works Cited

I have included a full Works Cited entry for every source cited in my text. I have created a separate Works Cited page, centered the words Works Cited at the top, placed my entries in alphabetical order, and used a hanging indent for all lines after the first line of each entry. My entries are double spaced. I have reviewed the detailed instructions for formatting each reference in the Excelsior OWL or the *MLA Handbook* (5-6).

NOTE: Parenthetical citations and the Works Cited page must correspond.