



# Checklist for MLA Papers

7<sup>th</sup> edition

## Part I - MLA Format for Paper

- ✓ Double-space entire paper
- ✓ Proper margins: 1/2" from top of page to header  
1" from top of page to heading  
1" left and right margins (default in Word is 1.25")
- ✓ Indent paragraphs (1/2" or 5 spaces)
- ✓ Title of paper is centered (not underlined or in italics)
- ✓ Heading on first page: Upper left corner (your name, your teacher's name, the title of the course and the date the paper is due in form of 02 June 2015)
- ✓ Header - your name and page number (no comma between them) on all pages (including first and Works Cited pages) – upper right

## Part II - MLA In Text Citation

- ✓ Source's name in sentence or parentheses
- ✓ No comma between author and page number
- ✓ Proper citation if source has no author (move to the next item listed in the Works Cited entry)
- ✓ Periods after parentheses (except for long quotations)
- ✓ Long quotations should be indented an extra inch from the left
- ✓ Do not use page numbers for items which do not have page numbers

## Part III - MLA Works Cited Page

- ✓ Header included
- ✓ Works Cited centered (not underlined or in italics)
- ✓ Double-spacing throughout
- ✓ Entries in alphabetical order
- ✓ Correct punctuation (periods at the end of each entry, use of < > for web addresses - if your teacher requires web addresses)
- ✓ Indent second lines of entries 1/2" (hanging indent)
- ✓ Elements of entries in correct order
- ✓ Include format – examples include:
  - Print
  - Web (use for subscription databases as well)
  - MP3 file
  - DVD