

Checklist for MLA-Style Papers

Use this checklist **BEFORE YOU PRINT** so you can fix whatever needs fixing.

If you need help in MS Word with any of the formatting items below, either:

- Watch the short tutorials for the items marked with a ★ at <http://pueo.midpac.edu/resources/MLA.htm>.
- Refer to the "MS Word Tips for Research Papers" handouts at http://www.midpac.edu/campuslife/library_resources.php

Body of paper

- In **upper-left corner** of first page (on four lines):
 - Your name
 - Teacher's name
 - Course name and period number [e.g., U.S. History, per. 5]
 - Due date, written in MLA style [e.g., 7 Oct. 2011]
- ★ In the right side of the **Header**: Your **name (last name only)** and **automatic page numbering**. [e.g., Smith 1].
(Paste your Works Cited page to the end of your paper, so that the Header info of your paper will continue to the Works Cited page/s. Insert a Page Break so that your Works Cited list starts on a new page.)
- The **title** is centered but no other formatting (not bold, underlined, big font, etc.), with no extra space above or below it.
- ★ **One-inch margins** on all sides (especially check LEFT and RIGHT margins).
- Times New Roman, 12-pt. font**.
- ★ **Double-spaced** throughout.

Works Cited page

Help for building citations:

- **EasyBib Online Citation Builder**: See notes at <http://pueo.midpac.edu/resources/EasyBibNotes.htm>
- **MPI Style Sheet**: <http://pueo.midpac.edu/resources/MPI-Style-Sheet.pdf>
- Title** is "Works Cited" – centered (but not bold, underlined, or big font) and on top line, with no extra space above or below it.
- ★ **One-inch margins** on all sides (especially check LEFT and RIGHT margins).
- ★ In the right side of the **Header**: Your **name (last name only)** and **automatic page numbering**.
(Add this Header to your whole paper. Paste your Works Cited page to the end of your paper, so that the Header info of your paper will continue to the Works Cited page/s. Insert a Page Break so that your Works Cited list starts on a new page.)
- Times New Roman, 12-pt. font**. Nothing is written in bold font.
- ★ Half-inch **hanging indents** in all citations.
- ★ **Double-spaced** WITHIN AND BETWEEN entries.
- Alphabetical order** but not numbered or bulleted. **IGNORE INITIAL ARTICLES** (The, A, An) when alphabetizing.
- Punctuation of titles**: All titles have correct **capitalization** (nothing in all caps or all lower-case). **In quotation marks**: article or chapter titles. **In italics**: titles of books, Web pages, & magazines/journals, and also database titles.
- All **dates** are written in MLA style (day-month-year – for example: 8 Sept. 2011).
- Each citation includes the **medium of publication** (e.g., *Print* or *Web*).
- All **library database citations** have been **edited if needed** to conform to the *MLA* guidelines (see p. 3 of MPI Style Sheet).
- DO include URLs (in angle brackets at the end) for Web pages. (URLs are not needed for library database articles.)
- Each citation ends with a period.