

Student Checklist for MLA-Style Research Paper

Refer to the *MS Word Tips for Research Papers* handout/s if you need help with any of the MLA-style formatting items listed here. (If you don't have the paper version, the Word tip sheets are available in PDF from the Library's home page, which you can access from the "Links" section of the Edline home page.)

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

Body of paper

- One-inch margins** on left, right, top, and bottom. (especially check LEFT and RIGHT margins)
- Times New Roman, 12-pt. font** (use same font in Header text).
- Double-spaced** throughout.
- The **title** is centered but no other formatting (not bold, underlined, big font, etc.).
- 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., 27 Dec. 2010]
- In the right side of the **Header**: Last name [space] page number. [e.g., Smith 1] *Be sure to use auto-numbering. See the MS Word tip sheet for help with this if needed.*

Works Cited page

EasyBib Online Citation Builder:

See video tutorials for using EasyBib at <http://pueo.midpac.edu/resources/EasyBibNotes.htm>

- Minimum source requirements are met** as indicated on your assignment sheet.
- Title** is "Works Cited" – centered (but not bold, underlined, big font) and on top line, w/ no extra space above or below it.
- One-inch margins** on left, right, top, and bottom. (especially check LEFT and RIGHT margins)
- Your **name (last name only)** and **automatic page numbering** are in the right side of the Header. (Paste your final Works Cited page to the end of your paper, so that the Header information of your paper—including automatic page numbering—will continue to the Works Cited page/s. Insert a Page Break to push your Works Cited list to a new page.)
- Times New Roman, 12-pt. font.**
- Double-spaced** WITHIN AND BETWEEN entries.
- Half-inch **hanging indents**.
- Alphabetical order** but not numbered or bulleted. **IGNORE INITIAL ARTICLES** (The, A, An) when alphabetizing.
- Punctuation of titles:** Database names and titles of books, eBooks, Web pages, & magazines are **italicized**. Titles of specific articles or chapters, though, are in **quotation marks** instead.
- All **dates** are written in MLA style (day-month-year – for example: 21 Feb. 2010).
- Each citation includes the **medium of publication** (e.g., *Print* or *Web*).
- All **library database citations** were copy-and-pasted from the online articles and have been **edited if needed** to conform to the new *MLA Handbook 7th* edition guidelines (title punctuation is correct; the Medium of Publication is included; URLs are removed; date of access is written in MLA style).
- Do NOT include **URLs** for library database articles, but DO for regular Web pages (in angle brackets).
- Each citation ends with a period.