

Roncoroni's MLA Format Checklist

Heading

- ___ placement in top left hand corner
- ___ includes writer's full name, professor's name, course title, date of submission
- ___ heading is in the proper order
- ___ date is written as follows: day month year
- ___ paper has a title
- ___ paper title is centered, but not italicized, bolded, or underlined

General

- ___ 1/2 inch heading of writer's last name and page number in upper right corner of every page
- ___ 12 point font
- ___ Times New Roman font
- ___ black font
- ___ double spaced
- ___ 1 inch margins (top, bottom, left, and right)
- ___ 1 space after a period
- ___ no extra spaces between sentences
- ___ no extra spaces between paragraphs
- ___ 23 lines per full page

In-Text Citations

- ___ each page has an in-text citations
- ___ citations vary throughout the paper (sources are spread out throughout the paper, not all of the same source repeated on the same page)
- ___ quotations have an intro (quotations aren't just inserted in the paper)

In-Text Citations (Continued)

- ___ quotations, paraphrase, and summary citations are apparent on just about every page
- ___ quotation marks come before the parenthetical citation
- ___ parenthetical citation includes author and page number (when appropriate)
- ___ if author's name is used before the parenthetical citation, author's name isn't present in the parenthetical citation
- ___ commas are not used in parenthetical citation
- ___ punctuation comes after the parenthetical citation
- ___ author has analysis following each citation
- ___ author relates each citation back to thesis (each citation is used to help prove the author's position)

Works Cited Page

- ___ every source on work cited is used 2 times (put tally marks next to citation)
- ___ punctuation is properly placed
- ___ titles are underlined or italicized correctly
- ___ sources are alphabetized
- ___ there are 2 print sources (check in class to make sure that this number stayed the same)
- ___ there are 2 database sources (check in class to make sure that this number stayed the same)
- ___ there are 2 other electronic sources (check in class to make sure that this number stayed the same)
- ___ citations have a hanging indent
- ___ page is titled Works Cited (no underline, bold, or italic font)

Additional Comments: