

## MLA Format Checklist

Check	General Guidelines
	Double-spaced
	Times New Roman Font
	12 font size
	1 inch margins on all sides
	Indent the first lines of each paragraph using Tab key
	Insert page numbers on upper right hand side
	Create Header of Last name in upper right hand side before page number

Check	First Page of Paper
	Heading Double-spaced - Upper left hand corner: your name Instructor's name the course the date
	Creative Relevant Title. Center it. Capitalize all main words in Title. Do not underline, italicize, bold or place in Quotation marks.
	Double-space between title and first sentence.

Check	Citations
	Quotes in Double Quotation Marks [Do Not Italicize quotes]
	Block Quotes indented with no quotation marks
	Signal Phrases
	In-Text Citations: Parenthetical References including author's name and page number within parenthesis with punctuation after parenthetical reference. For example (Garcia 33).
	Works Cited Centered on Page: in alphabetical order, hanging indents, all information present and properly formatted in correct order. This is one whole page.

Encounter any difficulties? \_\_\_\_\_

Sign Name Here: \_\_\_\_\_