

Checklist for MLA Style Paper Format

When we use MLA style, we follow certain rules to format our essays. Consult “MLA Manuscript Format” in your *Rules for Writers* handbook for more information. Also, review the “sample MLA paper” in *Rules for Writers*.

Use this checklist and the “Sample Paper in MLA Style” (found in LU2) to ensure that you have properly formatted your essays for this class.

- _____ On the first page of the essay, your name, your instructor’s name, the course title, and the date appear on separate lines against the left margin. All of this information is double-spaced.
- _____ Your last name and the page number appear in the upper right corner of each page. Use a header to insert this information.
- _____ Margins are set at one inch on all sides of the page (top, bottom, left, and right).
- _____ The entire paper (including the Works Cited) is double-spaced. No extra space appears above or below the title of the paper or between paragraphs.
- _____ The first line of each paragraph is indented one-half inch from the left margin.
- _____ The entire essay is typed in Times New Roman font (12 point).
- _____ All quotations that are longer than four typed lines of prose or three lines of verse are set off from the text and indented one inch from the left margin.
- _____ The works cited page appears as a new page at the end of the paper.
- _____ The title “Works Cited” appears at the top of the page.
- _____ The entire works cited page is double-spaced.
- _____ The sources are listed in alphabetical order.
- _____ The first line of each works cited entry is not indented. However, any additional lines of the entries are indented one-half inch. (Use hanging indents to format these indents.)