Modern Language Association (MLA) Paper Checklist for College Writers

The *MLA Handbook for Writers of Research Papers, Seventh Edition* provides specific guidelines for formatting papers in English, Literature, and Humanities. This checklist serves as a guide for self-editing that allows students to confirm that their papers meet the requirements of MLA formatting. This checklist also seeks to educate students in the process of proofreading and editing the components of papers that are affected by the formatting rules of the MLA style. A better understanding of how to proofread and edit MLA formatted papers will facilitate the improvement of students’ future writing, proofreading, and editing skills.

Basic Formatting

- Have you used the font Times New Roman or a similar font for the entire paper? NOTE: If you are unsure of the font guideline for the assignment, it is recommended that you review the assignment guidelines or contact your instructor.

- Is your font size set at 12 point for the whole document, including the title and Work Cited page?

- Are the margins one inch on the sides, top, and bottom of the paper?

- Has your line spacing been set to double spacing (2.0)?

- Did you check to ensure that there is only one double space between the title and the introductory paragraph and only one double space between each of the following paragraphs?

- Has the space after the paragraph been removed from the entire document? (See Tutoring Services’ handout *MLA Formatting in Word 2010* for additional information on formatting line spacing)
Header

☐ Are your last name and the page number included in the header?

☐ Are your last name and the page number aligned to the right?

☐ Have you inserted the page number through Microsoft Word?

☐ Has the font of your last name and the page number been changed to the font required by your instructor? NOTE: Microsoft Word uses the default font Calibri in the header unless the default setting has been adjusted by the user.

☐ Has the font size of your last name and the page number been adjusted to 12 point? NOTE: Microsoft Word uses the default font size 11 point unless the default setting has been adjusted by the user.

First Page Heading

☐ Do your name, the instructor’s name, the course title, and the date appear at the top left of the first page?

☐ Is your date in the correct MLA format? EXAMPLE: 23 May 2014

Title and Body

☐ Is your title centered below the first page heading and above the introductory paragraph, with no unnecessary bolding or underlining?

☐ Is the first line of each of the paragraphs in your paper indented half an inch?

In-text Citations

☐ Are you using parenthetical citations? For examples, see Tutoring Services’ handout MLA Format.

☐ Are all quotes and paraphrases from external sources properly cited in-text?

☐ Are citations correctly formatted in MLA style? To view examples, refer to the Tutoring Services’ handout MLA Format.

☐ Do your citations occur after the quotation marks and before the period?
Block Quotations

☐ Have you used a quote that is more than four lines or longer in the paper? (If YES, continue with this section. If NO, proceed to the Works Cited section.)

☐ Did you begin on a new line before starting the text of the block quote?

☐ Are all the lines in the block quote indented one inch?

☐ Did you omit the quotation marks from your block quote?

☐ Does the citation for the block quote come *after* the period?

☐ Is there a double space between the end of the block quote and the next line of text?

Works Cited

☐ Does the Works Cited page begin on a new page?

☐ Is the title “Works Cited” centered at the top of the page?

☐ Are all of the sources used in your paper included on the Works Cited page?

☐ Are all of the citations in alphabetical order?

☐ Do all of the citations include a hanging indent?

☐ Is each citation double spaced?

☐ Is there a double space between each citation?

☐ Is each citation correctly formatted in MLA style according to the type of source cited? (See Tutoring Services’ handout *MLA Format* for more information on formatting sources.)

☐ Are the dates for each citation correctly formatted? EXAMPLE: 23 May 2014

☐ Does each citation have a publication marker? (Print, Web, E-book, etc.)
For further information about the MLA style, take a look at the Tutoring Services’ handouts *MLA Format*, *MLA Formatting in Word 2010*, and *MLA Sample Paper*.

There are also numerous MLA online resources available in the Germanna Tutoring Services website’s Citation Styles section.

Additionally, Tutoring Services offers MLA information in on-campus workshops, online workshops, and online webinars. Contact Tutoring Services’ Locust Grove center at (540) 423-9148 or the Fredericksburg center at (540) 891-3017 for further information about on-campus workshop and webinar scheduling, or check out the on-campus workshop schedule on the Tutoring Services’ website to view the dates and times for scheduled on-campus workshops.