

MLA Format—Checklist

- 1.) Double space entire document
- 2.) 1 inch margins on all sides
- 3.) Entire document is in Times New Roman Font size 12 (including header)
- 4.) Header right justified with last name and page number. Example (Johnson 1)
- 5.) Upper left corner (your name, teacher, class & period, date)
- 6.) Date is in the following format: day month year (ie. 15 October 2016)
- 7.) Title is creative and centered (title should not include the words “essay” or “short story”)
- 8.) Use tab to indent paragraphs.
- 9.) No EXTRA spaces between paragraphs.
Depending upon the version of MS Word that you are using, you may need to change the spacing to zero before and after each paragraph. To do this, you need to find the paragraph formatting options and be sure that the numbers are all “0 pt.”
- 10.) In-text citations are the author’s last name and the page number in parenthesis. When the citation is at the end of a sentence, the punctuation for the sentence goes after the parenthesis. Example: Bobbie acted as if his mother’s idea was “illogical and showed signs of insanity” (Jackson 25).