

MLA Format Checklist

Yes	Does your paper have the following:	No
<input type="checkbox"/>	12" Standard Font (Times New Roman, Calibri or Arial)	<input type="checkbox"/>
	1" Margins	<input type="checkbox"/>
<input type="checkbox"/>	Double-Spaced	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Page Numbers on ALL Pages <ul style="list-style-type: none"> ● Location: Upper right hand side ● Running Header: Student ID # 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Paper Header on First Page ONLY <ul style="list-style-type: none"> ● Location: Upper Top Left ● Double-Spaced ● Order: <ul style="list-style-type: none"> ○ Student ID ○ Teacher ○ Course ○ Due Date 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Paper Title is centered and NOT bolded	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Works Cited Page attached <ul style="list-style-type: none"> ● Double-Spaced ● Alphabetical Order ● Primary Source Bolded ● Within citation, all lines after the first are indented ● Citations for websites have the URL link attached 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Do all quotes have a citation attached to them?	<input type="checkbox"/>
<input type="checkbox"/>	Are in-text citations in last name and page number format? Example: (Smith 29)	<input type="checkbox"/>
<input type="checkbox"/>	If you paraphrased a source instead of using a direction quotation, did you cite the source of the information?	<input type="checkbox"/>