MLA Checklist for Research Paper

**General Format Specifications for all**

**Pages of the Paper**

Double spaced. One inch margins.

12 pt. font, Times New Roman.

Last name & page number in header.

**Page One of the Paper**

Author’s name is in the heading on

the left hand side of the first page.

Instructor’s name appears as the second line of the heading on the left margin of the first page.

The name of the course appears as

the third line of the heading on the left margin of the paper.

The date, in MLA format, appears

as the fourth line of the heading on the left margin of the paper.

The title of the paper appears

centered above the text. The text of the title should not be underlined, italicized, in

bold, or in quotation marks.

**MLA Citations**

Every source cited in the text must

be documented in a Works Cited page at the end of the paper.

The author’s name (or title etc.) is

located in a parenthetical citation

Page number(s) (if applicable) are

always placed inside the parenthetical citation.

Parenthetical citations at the end of

the sentence are followed by a

period.

**Punctuation**

Quotations of four or fewer lines

are placed within double quotation

marks.

Quotations of more than four lines

are indented ten spaces [1 inch] from the left margin. The text is double spaced. Use a colon after the last word in the text to mark the beginning of the quotation. The parenthetical citation for longer quotations follows the punctuation

at the end of the last sentence of the quoted material.

Verse of three lines or less is placed in double quotation marks within the text. Separate lines of verse which appear in a single line of text by a slash (/) with a

space before and after the slash.

Periods and commas are ALWAYS

placed **inside** quotation marks if there is no parenthetical reference.

If a parenthetical reference ends a

sentence, place the period after the reference.

Use single quotation marks to set off a quotation within a quotation.

An ellipsis (…) is used when

omitting words, phrases or sentences from quoted material. Be sure that the omission of content does not substantially change the meaning.

**General Format Specifications**

Spell numbers of one or two words.

[three, five million]

Use numerals for numbers of more

than two words. [3.56 2,456 1,489 602]

**Works Cited Page**

\_\_\_\_\_ The Works Cited page is a separate

page at the end of the paper.

\_\_\_\_\_Works Cited is centered at the top

of the page.

The Works Cited page is double-

spaced.

The first line of the first entry is

typed flush with the left-hand

margin.

The second and all following lines of the entry are indented one-half inch.

The Works Cited page contains entries that are listed in alphabetical order by the first word in each entry.

The Works Cited page contains

**ONLY** references that are actually

cited in the paper.

**More on Parenthetical Citations**

Print resources require the

word **Print** at the end of the citation.

When using 2 articles by the same

author, the citation must include the

author’s name and the title of the

work.

If there is no author, then a title is

used.

When using two authors, both

authors’ last names must be cited.

When using 4 or more authors, the

first author’s last name is used along

with the abbreviated et al.

The word, Web, is included for

all resources located on the

Internet, including subscription

databases.

**ALL information that is not common knowledge must be cited.**

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