MLA Citation Style Checklist

Use this checklist to ensure you have included all the required elements and formatted your paper correctly.

BASIC FORMAT		
[ ]	The entire document, block quotations and Woks Cited page, is double-spaced and has 1-inch margins. (p.116)	
[ ]	The entire document is in Times New Roman font, 12-point. (p.1116_	
[ ]	The entire document is left-justified. (p. 116)	
[ ]	The first line of all paragraphs is indented ½ inch from the left margin. (p.116)	
[ ]	Unless requested by your instructor, the document does not have a title page. The title is centered at the top of the first page, in title case, and is in plain text (not bold, underlined, or italicized. (p.116)	
[ ]	Your name, your instructor's name, the course number, and the date appear on separate lines in the upper left corner of the first page, double-spaced, above the title. (p.116)	
[ ]	The document is consecutively page numbered. The page number appears in the upper right-hand corner of the page, ½ inch from the top, flush with the right margin; with your last name in front of the number. (p.117)	
[ ]	All abbreviations used are consistent with those listed in the 7th edition of the MLA manual. (p.233)	
PARENTHETICAL CITATIONS (IN-TEXT)		
[ ]	All sources cited in the paper are included in the Works Cited section at the end of the document. (p.214-215)	
[ ]	All parenthetical citations are formatted correctly and include a page number. (p.123-231)	
[ ]	All quotations are formatted correctly. (p.92-105)	
[ ]	All prose quotations 4 lines or less are within quotation marks. All verse quotations 3 lines or less are within quotation marks. (p.93-94)	
[ ]	All prose quotations greater than 4 lines, and verse quotations greater than 3 lines, are formatted as block quotes. (p. 94)	
[ ]	All quotations of dialogue between two or more characters in a play are formatted as block quotes. (p. 96-97)	
WORKS CITED		
[ ]	All sources that are included in the Works Cited section are also cited in the paper. (p.129)	
[ ]	The Works Cited section starts on a separate page. (p.130-131)	
[ ]	The works cited are listed in alphabetical order by the author's last name. (p.131)	
[ ]	Works cited are formatted with a hanging indent. (p.131)	
[ ]	Works Cited are double-spaced both within and between. (p.131)	

While researching you must gather specific information about that source to help you create accurate and full citations. Here is a basic guideline to follow:

FOR BOOKS

- full name(s) of author(s) or editor(s)
- full title of the book
- facts of publication: city, publisher, latest copyright date
- edition name or number, if there's more than one
- if applicable, name of series, volume number, and total volumes in the series
- editor and/or translators name
- original publication information of any reprinted work
- if using a specific section (introduction, forward, etc.), title and author of that section
- page number(s) for information read or noted

In addition, if you accessed the book online:

- name of the website or database where you found the book (or excerpt)
- date you accessed the book

FOR PERIODICAL ARTICLES (JOURNALS, MAGAZINES, OR NEWSPAPERS)

- full name(s) of author(s)
- full title of the article
- full title of the journal, magazine, or newspaper
- facts of publication: publication date, and, if applicable, volume and issue numbers
- starting and ending page number(s) for the article
- original publication information of any reprinted work
- page number(s) for information noted

In addition, if you accessed the article online:

- name of website or database where you found the article
- date you accessed the article

FOR WEBSITES

Web pages are often inconsistent about this information; ask your librarian for help if you have trouble locating it.

- full name(s) of author(s) and/or sponsor(s) of the site
- title of the website
- title of document or report or page name
- date the website was last updated
- date you accessed the website