MLA 9ᵀᴴ EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

- ☐ Set the font to an "easily readable typeface" such as **Times New Roman**, 11–13-point font (p. 1)
- ☐ Create **1" margins** all around (p. 1)
- ☐ Double-space the whole paper (including the works cited), and include one space after final punctuation of a sentence (p. 2)
- ☐ **Indent ½"** from the left margin at the beginning of each paragraph (p. 2)
- ☐ Place your **last name** and the **page number** in the **upper-right corner of the page,** ½" from the top, and flush with the right margin: Williams 1 (p. 4)

HEADER (IN PLACE OF THE TITLE PAGE)

- ☐ Align the following **flush left** at the top of the first page, including 1 line for each: **your name, instructor's name, course name and number, and due date.** Write the due date in day-month-year order: 8 May 2016 (p. 2)
- ☐ Center the **title of your paper** on the **fifth line.** Do not italicize, underline, or bold your title. Do not place it in quotation marks or in all capital letters (p. 3)

HEADINGS

- ☐ Headings and subheadings can help organize your paper (p. 4)
- ☐ Consistency is key. In general, headings should be styled in descending order of prominence. For instance, bold text or a larger font indicates prominence (pp. 4-5)
- ☐ No heading should only have one instance. Headings should be flush left with the left margin and have a line above and below them (p. 5)

CITATIONS

- ☐ Cite the author's name in-text or inside a parenthetical citation: **(Last name #)** (p. 235)
- ☐ Include the location information if you are quoting or paraphrasing a specific part of a work, such as a page number, time stamp, or line number (p. 228)
- ☐ Place quotation marks **before** and **after** every quote, except block quotes (p. 256)
- ☐ **Indent an extra ½" from the left margin** for block quotes, which are direct quotes exceeding 4 lines of prose (p. 256)

WORKS CITED PAGE

- ☐ Create your entries using the MLA template of core elements - facts common to most sources like author, title, and publication date (p. 105)
- ☐ Create a **hanging indent ½"** (p. 6)
- ☐ Center the title, "Works Cited," <u>not bold</u> (pp. 5-6)
- ☐ Order your references **alphabetically by author's last name, title, or description beginning the entry** (p. 219).
- ☐ Titles are given in the entry in full exactly as they are found in the source. If the work does not have a title, include a description in place of a title (p. 132).
- ☐ Cite the **Bible** on the works-cited page. See different ways to style these entries on page 339.

For more information regarding MLA 9th edition, please visit the MLA Style Center at <u>www.style.mla.org/</u>.

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