

MLA Format Checklist

(Mrs. Gosselin)

- _____ 1. Font: Calibri Body, size 11, black, used throughout paper
- _____ 2. Margins: 1" all around
- _____ 3. Header: appropriate header appearing on every page
(last name [space] followed by correct page number)
- _____ 4. Heading: Student name, teacher name, course title, date
 - a. in order listed above
 - b. all words and date written out in full words
 - a. World Civilization
 - b. November 21, 2010 (as example)
- _____ 5. Title: centered, DS before and after, size 11 Calibri Body black
- _____ 6. Body: double spaced
- _____ 7. Internal Citations
(If you use Word 2007 the following will be completed for you!)
 - a. in parentheses
 - b. period correctly placed (following parenthesis)
 - c. correct info used from works cited page
 - d. page number included if needed
 - e. no comma between author's name and page number
- _____ 8. Works Cited page properly set up
(Remember, if you use Word 2007, the program will do only part of this for you!)
 - a. correct page number in header
 - b. title (Works Cited) (Calibri Body size 11 black)
 - c. DS
 - d. Hanging Indent
 - e. Alphabetized
 - f. Each entry in correct order
 - g. Proper punctuation used
 - h. EBSCOhost, Questia, and other database sources set up correctly
- _____ 9. Explanatory notes, if used, should be formatted as End Notes, doubled spaced,
Calibri Body, size 11, superscript # directly in front of indented text