

APPENDIX G

MLA Format Checklist for Research Papers

General Format Specifications for all Pages of the Paper

- Double spaced
- One inch margins
- 10 – 12 pt. font, Times New Roman or Courier New
- Last name & page number in upper right hand corner of all pages

Page One of the Paper

- Author's name is in the header on the left hand side of the first page.
- Instructor's name appears as the second line of the header on the left margin of the first page.
- The name of the course appears as the third line of the header on the left margin of the paper.
- The date, in MLA format, appears as the fourth line of the header 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 a key word from the title) is located in a parenthetical citation or in an introduction to the borrowed material (IBM).
- Page number(s) (if applicable) are placed in the parenthetical citation.
- Parenthetical citations at the end of the sentence are followed by the appropriate punctuation mark (comma or period).

Works Cited Page

- Works Cited is centered at the top of the page.
- The Works Cited page is a separate page at the end of the paper.
- 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.
- Each entry provides correct and complete bibliographic information.
- The Works Cited page **ONLY** contains references that are actually cited in the paper.