MLA Format Checklist

Format	Check
General Guidelines	
Double Spaced	
Times New Roman font	
12-point font size	
1-inch margins on all sides	
Indent the first line of your paragraphs using the Tab Key	
Create Header that has you Last name and number of the page in the upper right-hand corner.	
First Page on your paper	
In the upper left-hand corner of your first page, write your full name, instructors name, the course, and the date. This should be double spaced.	
Write your title in the center. Do not Underline, italicize, or place your title in quotation marks.	
Double space between the title and the first line of text.	
Citations	
Use of 5 or more cited sources including 2 not from the Internet.	
All in-text citations include the author's last name and page number which the quotation or paraphrase is taken. **Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).**	
Label the page Work Cited in the center and at the top of the page	
Double space all citations, but do not skip space between entries	
Write your work cited page on a separate page at the end of your research paper. It should have 1-inch margins.	
Indent the second and following lines of citations so that you have a hanging indent.	
Capitalize each word in the title of articles, books, etc. But do not capitalize articles (the, an) prepositions, or conjunctions unless one is the first word of the title or subtitle: **The Art of War**	
Use italics (instead of underlining) for title or larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)	
Author Nmaes are written last name first, middle names or middle initials follow the first name **Gallardo, German M.**	