MLA Checklist

1. _______ Paper heading: Your name, the class, the professor’s name, the date.

2. _______ Date format: ex: 15 February 2009

3. _______ Double Spaced (Including heading and Works Cited)

4. _______ 1 inch margins around the entire paper

5. _______ Page numbers on the top left corner of the page except the first page.
   Format: Smith 1

6. _______ Clearly written thesis statement. This should take the form of an argument.

7. _______ No contractions.

8. _______ No 2nd person (you).

9. _______ Works Cited at the end of the paper. This should be titled Works Cited and should be double spaces with a hanging indent.

10. _______ In-text citations. Follow the MLA guide to use the appropriate citing technique. For example: The novel states, “the sky is blue” (Jonson 65).

11. _______ In the in-text citations, there is no comma between the author’s name and the page number.

12. _______ Quotations that are more than three lines of a paper need to be blocked. This means that you should move them to the center of the page and set the quotation off with a colon. Ex:

    Gina exclaims that she like berries when she states:

    Berries are my favorite sweets in the whole world. When I eat a blueberry, it seems that I taste a little part of my childhood that my memory will never be able to let go. I remember picking them on the side of the road with my grandfather. With my hand in his, the whole world seemed so safe. (Smith 251)

13. _______ Integrated quotes. Quotations should not stand alone. Make sure they are integrated into your sentences such as: Author John Smith argues, “people should get at least eight hours of sleep a night” (99).

14. _______ Do not introduce a secondary title in your work. That is what the works cited is for.
15. ________ If you say the author’s name before a quotation (like example 14) then you do not need to put the author’s name in the in-text citation.

16. ________ Watch for parallelism mistakes.

17. ________ No dangling modifiers. Ex: Wearing a dress was her favorite activity. It should be: Her favorite activity was to wear a dress.

18. ________ Avoid using clichés and everyday terminology. Use academic diction. Ex: do not use phrases such as: She was green with envy. She was madder than a hen., etc.

19. ________ Avoid starting multiple sentences with the same diction. Ex: However she has a good time. However, that good time would soon be ruined.

20. ________ Use transitions! A few that will help the fluidity of your paper are: therefore, however, although, and overall.