

## 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 2<sup>nd</sup> 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. 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.
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