



# MLA Checklist

Do you meet all of the MLA requirements?

## Page Set-up

- Create a header with your last name and page number flushed right (some instructors may want you to omit this from the first page)
- Include identifying information at the top of the first page, flushed left. This should list your name, the professor's name, the class name, and the assignment due date — in that order!
  - ⇒ The due date should be formatted date month year  
(e.g. 10 February 2014)
- No headings or abstract

## General Formatting

- One-inch margins on all sides (found under "Page Layout")
- Times New Roman font, size 12 (including the title)
- Title should not be bolded, italicized, or underlined
- Brackets around words in a quote that are NOT part of the original text
- No extensive endnotes or footnotes

## Headings

- For essays, numbered sections are recommended
  1. Early History
  2. Traveling the World
    - 2.1 Europe
  3. The Last Hurrah
- For unnumbered section headings, follow this format:

Level #	How it's formatted
1	<b>Left-aligned, bold</b>
2	<i>Left-aligned, italicized</i>
3	<b>Centered, bold</b>
4	<i>Centered, italicized</i>
5	<u>Left-aligned, underlined</u>

Johnson 1

Max Johnson  
 Professor Bob Smith  
 College Writing I  
 10 February 2014

The History of America

This is sample text to demonstrate MLA format. Keep your header, title, and body text the same font and size. Everything should be double-spaced, including your heading and title.



### In-Text Citations

- Should list the author's last name and the page number. For example: (Robinson 16)
  - ⇒ Generally, if the author is unknown, list the title of the work in italics (larger works) or quotations (shorter works)
  - ⇒ Do not include the author's name in the citation if it's used to introduce the quote
- Use a block quote when a quote is at least four typed lines in your paper
  - ⇒ Set it apart from the rest of the text by indenting half an inch (i.e. pressing "tab" ONE time)
  - ⇒ Do not use quotation marks
  - ⇒ Put the citation in parenthesis at the end, AFTER the closing punctuation mark
- Citing sources with two or three authors: (Robinson, Hope, and Williams 25)
- Citing sources with more than three authors: (Robinson et al. 4)

### Works Cited

- Begins on a new page, separate from the rest of the paper
- Capitalize major words in the titles of articles, books, etc., but do not capitalize articles (the, a, an, etc.) prepositions, or conjunctions UNLESS it is the first word of the title or subtitle
- Use italics for the titles of larger works and quotation marks for shorter works

Book: Last name, First name. *Title*, Place of Publication: Publisher, Year of publication. Medium.

Article: Author(s). "Title." *Title of Periodical*. Day Month Year: Pages. Medium.

Website: Editor, Author, *Name of Site*. Version number. Name of Organization, date of resource creation. Medium. Date of access.

(*Good generators for MLA citations are: [easybib.com](http://easybib.com), [bibme.org](http://bibme.org), and [knightcite.com](http://knightcite.com)*)

**Further Assistance:** For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library, or call 815-836-5427.