

Modern Language Association (MLA) Paper Checklist for College Writers

The *MLA Handbook, 9th Edition* provides guidelines for formatting papers in English, Literature, Humanities, as well as other disciplines. This self-editing checklist can be used by students to ensure that their papers meet MLA standards. This checklist can also serve as a guide for proofreading and editing MLA formatted papers, which will ultimately facilitate the development of students' future writing, proofreading, and editing skills.

Basic Formatting

- Have you used the font Times New Roman or a similar font for the entire paper? NOTE: If you are unsure of the font guideline for the assignment, it is recommended that you review the assignment guidelines or contact your instructor.
- Is your font size set at 12 point for the whole document, including the title and Work Cited page?
- Are the margins one inch on the sides, top, and bottom of the paper?
- Has your line spacing been set to double spacing (2.0)?
- Did you check to ensure that there is only one double space between the title and the introductory paragraph and only one double space between each of the following paragraphs?
- Has the space after the paragraph been removed from the entire document? (See the Academic Center for Excellence's handouts [MLA Formatting in Word](#), [MLA Formatting in Word for Macs](#), and [Formatting an Academic Paper in Google Docs](#) for additional information on formatting line spacing)

Header

- Are your last name and the page number included in the header?
- Are your last name and the page number aligned to the right?
- Have you inserted the page number?

- Has the font of your last name and the page number been changed to the font required by your instructor? NOTE: Microsoft Word uses the default font Calibri in the header unless the default setting has been adjusted by the user.
- Has the font size of your last name and the page number been adjusted to 12 point? NOTE: Microsoft Word uses the default font size 11 point unless the default setting has been adjusted by the user.

First Page Heading

- Do your name, the instructor's name, the course title, and the date appear at the top left of the first page?
- Is your date in the correct MLA format? EXAMPLE: 23 Oct. 2021

Title and Body

- Is your title centered below the first page heading and above the introductory paragraph, with no unnecessary bolding or underlining?
- Is the first line of each of the paragraphs in your paper indented half an inch?

In-text Citations

- Are you using parenthetical citations? For examples, see the Academic Center for Excellence's handout [MLA Format](#).
- Are all quotes and paraphrases from external sources properly cited in-text?
- Are citations correctly formatted in MLA style? To view examples, refer to the Academic Center for Excellence's handout [MLA Format](#).
- Do your citations occur after the quotation marks and before the period?

Block Quotations

- Have you used a quote that is more than four lines or longer in the paper? (If YES, continue with this section. If NO, proceed to the Works Cited section.)
- Did you begin on a new line before starting the text of the block quote?

- Are all the lines in the block quote indented half an inch?
- Did you omit the quotation marks from your block quote?
- Does the citation for the block quote come **after** the period?
- Is there a double space between the end of the block quote and the next line of text?

Works Cited

- Does the Works Cited page begin on a new page?
- Is the title “Works Cited” centered at the top of the page?
- Are all of the sources used in your paper included on the Works Cited page?
- Are all of the citations in alphabetical order?
- Do all of the citations include a hanging indent?
- Is each citation double spaced?
- Is there a double space between each citation?
- Is each citation correctly formatted in MLA style according to the type of source cited?
(See Academic Center for Excellence’s handout [MLA Format](#) for more information on formatting sources.)
- Are the dates for each citation correctly formatted? EXAMPLE: 23 May 2021

For further information about the MLA style, take a look at the Academic Center for Excellence's handouts [MLA Format](#), [MLA Formatting in Word](#), [MLA Formatting in Word for Macs](#), [MLA Sample Paper](#), and [Formatting an Academic Paper in Google Docs](#).

There are also numerous MLA online resources available in the Germanna Academic Center for Excellence's website's [Writing Center](#) section.

Additionally, Academic Center for Excellence offers MLA information in on-campus workshops, [online workshops](#), and online webinars. Contact Academic Center for Excellence's Locust Grove center at **(540) 423-9148**, the Fredericksburg center at **(540) 891-3017**, or the Stafford County Center at **(540) 834-1993** for further information about on-campus workshop and webinar scheduling, or check out the [on-campus workshop schedule](#) on the Academic Center for Excellence's website to view the dates and times for scheduled on-campus workshops.