

# MLA 7<sup>TH</sup> EDITION FORMATTING CHECKLIST

## GENERAL FORMATTING

<input type="checkbox"/>	<b>Font:</b> Times New Roman, black, 12 pt.	p. 116
<input type="checkbox"/>	<b>Margins:</b> 1" inch all around	p. 116
<input type="checkbox"/>	<b>Spacing:</b> double throughout, one space after final punctuation of a sentence	p. 116
<input type="checkbox"/>	<b>Indent:</b> ½" at beginning of each paragraph	p. 116
<input type="checkbox"/>	<b>Pagination:</b> Page number and last name flush right: Williams 1	

## TITLE PAGE (SAME AS FIRST PAGE OF TEXT)

<input type="checkbox"/>	<b>Alignment:</b> Flush left, 1 line for each; name, instructor's name, course number, and due date	p. 116
<input type="checkbox"/>	<b>Title:</b> Centered on fifth line	p. 116

## CITATIONS

<input type="checkbox"/>	<b>Example of a Citation :</b> Author's name in text or parenthetical citation ( <i>Last name #</i> )	p. 216
<input type="checkbox"/>	<b>Quotation marks:</b> Before and after every quote, except block quotes	p. 93
<input type="checkbox"/>	<b>Block quotes:</b> (direct quotes exceeding 4 lines of text), indent 1" on left side	p. 94

## WORKS CITED PAGE

<input type="checkbox"/>	<b>Indent:</b> Hanging, ½"	p. 131
<input type="checkbox"/>	<b>Title:</b> "Works Cited" centered, not bold	p. 131
<input type="checkbox"/>	<b>Order:</b> Alphabetical by author's last name; use most recent date of publication if two works by one author	p. 131
<input type="checkbox"/>	<b>Italics:</b> Titles of books and journals	p. 138, 148
<input type="checkbox"/>	<b>Quotation marks:</b> Titles of articles, essays, stories, chapters, etc.	p. 89
<input type="checkbox"/>	<b>Bible:</b> Does appear on Works Cited page	p. 228