

MLA 7TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

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

TITLE PAGE (SAME AS FIRST PAGE OF TEXT)

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

CITATIONS

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

WORKS CITED PAGE

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