

MLA 8TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

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

TITLE PAGE (SAME AS FIRST PAGE OF TEXT)

Alignment: Flush left, 1 line for each; name, instructor's name, course number, and due date	MLA Style Center
Title: Centered on fifth line	MLA Style Center

CITATIONS

Example of a Citation : Author's name in text or parenthetical citation (<i>Last name #</i>)	p. 54
Quotation marks: Before and after every quote, except block quotes	p. 93
Block quotes: (direct quotes exceeding 4 lines of text), indent 1" on left side	pp. 76

WORKS CITED PAGE

Indent: Hanging, ½"	MLA Style Center
Title: "Works Cited" centered, not bold	MLA Style Center
Order: Alphabetical by author's last name; use most recent date of publication if two works by one author	MLA Style Center
Italics: Titles of books and journals	pp. 25, 26
Quotation marks: Titles of articles, essays, stories, chapters, etc.	p. 25
Bible: Does appear on Works Cited page	p. 123

For more information regarding MLA 8th edition, please visit the MLA Style Center at www.style.mla.org/.