



Checklist for MLA Papers

8th edition

Part I - MLA Format for Paper

- ✓ Double-space entire paper
- ✓ Easy-to-read font in standard size (ex. Times New Roman, 12 pt.)
- ✓ Proper margins: 1" margins (top, bottom, right, left)
- ✓ Indent paragraphs (1/2")
- ✓ Title of paper is centered (not underlined or in italics, format should be same as rest of text)
- ✓ Heading on first page: Upper left corner (your name, your teacher's name, the title of the course and the date the paper is due in form of 02 June 2025)
- ✓ Header - your name and page number (no comma between them) on all pages (including first and Works Cited pages) – upper right

Part II - MLA in Text Citation

- ✓ Source's name in sentence or parentheses
- ✓ No comma between author and page number
- ✓ Proper citation if source has no author (move to the next item listed in the Works Cited entry)
- ✓ Periods after parentheses (except for long quotations)
- ✓ Long quotations should be indented an extra inch from the left
- ✓ Do not use page numbers for items which do not have page numbers
- ✓ For video, include time

Part III - MLA Works Cited Page

- ✓ Header/running head included
- ✓ Works Cited centered (not underlined or in italics, format should be same as rest of text)
- ✓ Double-spacing throughout
- ✓ Entries in alphabetical order
- ✓ Correct punctuation (including periods at the end of each entry)
- ✓ Indent second and subsequent lines of entries 1/2" (hanging indent)
- ✓ Elements of entries in correct order

For web sites:

- ✓ URL included (without http:// or https://)

For items in subscription databases:

- ✓ Include DOI (digital object identifier) (doi:) if available
- ✓ If no DOI, include permalink of document (without http:// or https://) if available
- ✓ If no DOI or permalink, end your citation (title of database will be the last item in your citation)
- ✓ No date of access in most cases (it's optional)