

MLA Formatting Guidelines: Checklist

1. General Formatting:
 - a. Margins: one-inch top, bottom, left, and right
 - b. Spacing: double-space EVERYTHING
 - c. Printing: 8 ½ by 11 inch white paper, printed on one side only
 - d. Font: 12-point size, Times New Roman or Arial (these are common fonts and are found on all computer systems.)
 - e. Justification: Left margin
2. Header: Type your last name and the page number (e.g. Smith 4) in the top right corner of all pages beginning with the outline if you are required to submit one.
3. Papers without a title page:
 - a. The following information should be typed first, flush left, double-spaced:

Your name	Billy Ray
Your professor's name	Professor Sweeny
The course name: time	Multimedia Design I: 8:00 MW
The day, month, and year your paper is due	15 February 2004

- b. Double-space after the four-line heading and center your title on the first page of the text of your paper.
4. Papers with a title page:
 - a. center your title (not underlined, not in quotation marks, not in bold or italics) on a separate page.
 - b. next center your name,
 - c. your professor's name,
 - d. the class name, number, and time,
 - e. the paper's due date in a double-spaced list below the title.
5. Papers with an outline:
 - a. Type the four-line heading (double-spaced) on both the outline page and the first page of your paper and begin the last name and page number header (Smith 1) on the first page of the outline.
 - b. Double-space after the four-line heading, and center your title on the first page of the text of your paper
6. Titles: These capitalization rules are only used in the creation of titles and are not used in the body of your papers.

- a. Use a colon and one space to separate your title from a subtitle
 - b. Capitalize the first and last words of your title and subtitle (regardless of the part of speech) and every important word with the exceptions of
 - i. Articles (a, an, the)
 - ii. Prepositions (in, on, to, under, beneath, between, over, etc.)
 - iii. Coordinating Conjunctions (for, and, nor, but, or, yet, so)
 - iv. The word "to" used as an infinitive (*to run, to jump, etc.*)
 - c. Capitalize the word that follows in a hyphenated word (e.g. American Executives Working in Spanish-Speaking Countries: Overcoming the Language Barrier).
 - d. Do not underline or place your title in quotation marks, bold, italics, or all capital letters.
 - e. Do not type a period after your title, but your title or subtitle may end in a question mark or an exclamation point.

Guilty or Innocent? The Story of Sarah Good
The Story of Sarah Good: Guilty or Innocent?
Eureka! Problem Solved at Last
 - f. Titles should be specific, creative, and brief. Your title should tell the reader exactly what you will be discussing in your paper, but it should not be a complete sentence.
7. Body Text:
- a. After the title, double-space and begin the text of your paper
 - b. Paragraphing: one-half inch, first line indent
 - c. Long Quotations: when a quotation takes up more than four lines when typed into your paper, create a one-inch left indent for the entire length of the quote. These are called "block quotations"
8. Works Cited Page:
- a. The last page of your document should be numbered as part of the text of your paper (e.g. Smith 5).
 - b. Center the title "Works Cited" (not in all capital letters, not underlined, not in quotation marks, and not in bold or italics) one inch from the top of your page.
 - c. Double space after the title
 - d. List citations in alphabetical order using a hanging indent (first line flush with the left margin; all subsequent lines in the same entry indented one-half inch).