**MLA Formatting Checklist**

**Entire Paper**
- [ ] 1” Margins (all sides)
- [ ] Font
  - Professional (Times New Roman or Arial are good)
  - Font size 12
- [ ] Double spaced
- [ ] Header
  - Last name with page number (or what teacher specified)
  - ½ inch from top
  - right side of every page (unless teacher specified something different)
- [ ] Heading (teacher requests override this)
  - Name
  - Teacher
  - Class
  - Date
  - left side, only on the first page
- [ ] Title (Do not use a title for Ms. Napoliello’s papers)
  - capitalize each word
  - centered, only on the first page
- [ ] Indentation
  - ½ inch indentations for first line of each paragraph
  - all following lines line up on the left

**Works Cited**
- [ ] Title: Works Cited
  - capitalize each word, centered
- [ ] Hanging indentation
  - first line to all the way to the left
  - all following lines indented ½ inch
- [ ] Capitalization
  - Author and company names, titles of books, magazines, articles
  - Italicize titles of larger works
  - Database name, titles of books, magazines, or newspapers
- [ ] Date format
  - Date Mon. Year
  - month abbreviated (except May, June, and July)
- [ ] Alphabetize by the first word in the citation
  - ignore “the” or “a”

For a full sample MLA research paper, visit: [https://owl.english.purdue.edu/owl/resource/747/13/](https://owl.english.purdue.edu/owl/resource/747/13/)