End of Paper Checklist for MLA Style

Name: ____________________________________________________________

Paper topic: ___________________________ Due date: ________________

Paper format:
___ Used proper MLA first page heading.
___ Used proper page numbering.
___ Used 1" margins on the top, bottom, and both sides.
___ Used a 12 pt. font.
___ Double spaced between each line.
___ Indented each paragraph.
___ Followed the guidelines of the assignment for length, topic, and number of sources.

Content:
___ Paper has a thesis.
___ There are no spelling or grammatical errors.
___ Used formal language or language appropriate to the assignment.
___ Paraphrased/summarized cited material correctly (didn’t just change a couple of words).

Citations:
___ Cited all information unless it is common knowledge.
___ Formatted parenthetical citations (in the text) correctly.
___ Every parenthetical citation has a matching bibliographic entry.

Works Cited:
___ Used proper MLA Works Cited Page formatting.
___ Alphabetized citations.
___ Formatted citations correctly for the type of source.
___ Double spaced citations and used a hanging indent.
___ All bibliographic entries have matching parenthetical citations.