**MLA Citation Style Checklist**

COMMON ELEMENTS AND FORMATTING FOR MLA 7TH EDITION

Use this checklist to ensure you have included all the required elements and formatted your paper correctly.


### Basic Format

- The entire document, including block quotations and Works Cited page, is double-spaced and has 1 inch margins. (116)
- The entire document is in an easily-readable typeface (e.g. 12-point, Times New Roman font). (116)
- The entire document is left-justified. (116)
- The first line of all paragraphs is indented ½ inch from the left margin. (116-117)
- Unless requested by your instructor, the document does not have a title page. The title is centered at the top of the first page, in title case, and is in plain text (not bold, underlined, or italicized). (116)
- Your name, your instructor’s name, the course number, and the date appear on separate lines in the upper left corner of the first page, double-spaced, above the title. (116)
- The document is consecutively page numbered. Page numbers appear in the upper right-hand corner of the page, ½ inch from the top, flush with the right margin, with your last name in front of the number. (117-118)
- All abbreviations used are consistent with those listed in the 7th edition of the MLA manual. (233-256)

### Parenthetical Citations

- All sources cited in the paper are included in the Works Cited section at the end of the document. (214-215)
- All parenthetical citations are formatted correctly and include a page number. (213-230)
- All quotations are formatted correctly. (92-105)
- All prose quotations 4 lines or less are within quotation marks. All verse quotations 3 lines or less are within quotation marks. (93-95)
- All prose quotations greater than 4 lines, and verse quotations greater than 3 lines, are formatted as block quotes. (94-95)
- All quotations of dialogue between two or more characters in a play are formatted as block quotes. (96-97)

### Works Cited

- All sources that are included in the Works Cited section are also cited in the paper. (129)
- The Works Cited section starts on a separate page. (130-131)
- The works cited are listed in alphabetical order by the author’s last name. (131)
- Works cited are formatted with a hanging indent. (131)
- Works cited are double-spaced both within and between. (131)