MLA Formatting Checklist

**Entire Paper**

- 1” Margins (all sides)
- Font
  - Times New Roman
  - Font size 12
- Double spaced
- Header
  - Last name with page number
  - ½ inch from top
  - right side of every page
- Heading
  - Name
  - Teacher
  - Class
  - Date
  - left side, only on the first page
- Title
  - 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”

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*Nothing needs to be bold, underlined, or numbered in any part of your Works Cited page.*

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