**MLA Formatting Checklist**

**General Formatting**

\_\_\_\_Pages are numbered in the top right corner.

\_\_\_\_Font is regular sized, 12 pt. Times or Times New Roman.

\_\_\_\_Heading with name, course and section number, and date appears in top left corner

\_\_\_\_Your title has no special presentation features (ital., UL, qt. marks).

**Parenthetical Citations**

**\_\_\_\_** Citationspresent author’s last name and, if page distinctions are clear, page numbers.

\_\_\_\_ Citations of anonymous works contain the appropriate title abbreviated.

\_\_\_\_ When author’s name is elsewhere in the sentence (in a signal phrase perhaps), it does not reappear in the parentheses.

**Works-Cited Formatting**

\_\_\_\_Just Works Cited centered at the top (no qt. marks or UL-ing)

\_\_\_\_The page is numbered as the last page of the paper.

\_\_\_\_The page is in the same font as the rest of the paper.

\_\_\_\_Double-space between and within entries

\_\_\_\_Alphabetize.

\_\_\_\_First line flush with left margin, indent lines 2+

\_\_\_\_Every entry here was cited in the paper.

\_\_\_\_Titles of essays and articles have quotation marks around them.

\_\_\_\_Titles of periodicals are italicized.

\_\_\_\_Title of works have major words capitalized.

\_\_\_\_Entries have information in this general order. With each bit of information, add (in your head) “if applicable.”

Author (last name first). “Title of Specific Work.” *Title of Containing*

 *Work.* Publisher or sponsor, Date of publication in this form

 (31 Mar. 2013). Format. Date of access.

**APA (or Chicago Formatting Checklist)**

On this side of the page, create an APA formatting checklist, which covers the same situations as the MLA checklist.