

## MLA Basics Checklist

### General

- Use 12 pt. Times New Roman font. Double space the paper.
- Type your name, the teacher's name, the class, and the date in the upper left-hand corner on page one.
- The date is in day, month, year (12 January 2017) format.
- Margins are 1" on all sides.
- The title is centered with no punctuation, bold, italics, or underlines.
- The first sentence in every paragraph is indented 1".
- Use italics for titles of books, journals, entire website titles, or other containers.
- Use quotation marks around titles of articles, individual web pages, chapters, song titles, and poems.
- Any quotes longer than four lines are called "block quotes" and need to be indented.

### In-text citations

- Cite the author's last name and page number when summarizing, paraphrasing, or quoting. Ex: (Lee 20)
- If the author is mentioned in the sentence, only page numbers are necessary. Ex: (20)
- When referencing page groups, use last name and page numbers. Ex: (Lee 1330-45) or (45-59)
- When referencing a time-based source such as movie or podcast, use a time range.  
Ex: (00:02:15-00:02:37)

### Works Cited

- The title, Works Cited, is started on a new page and is centered with no punctuation, bold, italics, or underlines.
- The information for each source is called a Works Cited entry. Start each entry on a new line.
- Put entries in alphabetical order using the first piece of information listed; see the order of information below.
- For entries longer than one line, indent the second and third lines.
- Entries for online sources include the complete URL.
- For sources with three or more authors, use the first author, et al. Ex: Joe et al

### Order of information in a typical Works Cited entry\*

1. Author by last name, then first Ex: Lee, Harper
2. Title of the source
3. Title of container of source
4. Other contributor's name by last, first name
5. Version
6. Number
7. Publisher
8. Publication Date
9. Location
10. URL

\*If any of these do not apply to your source or if they are not available to you, do not use placeholders such as N.D (no date). Simply do not include the information.

For more information on MLA formatting, visit [www.mla.org](http://www.mla.org) or look at the MLA 8th edition reference guide.