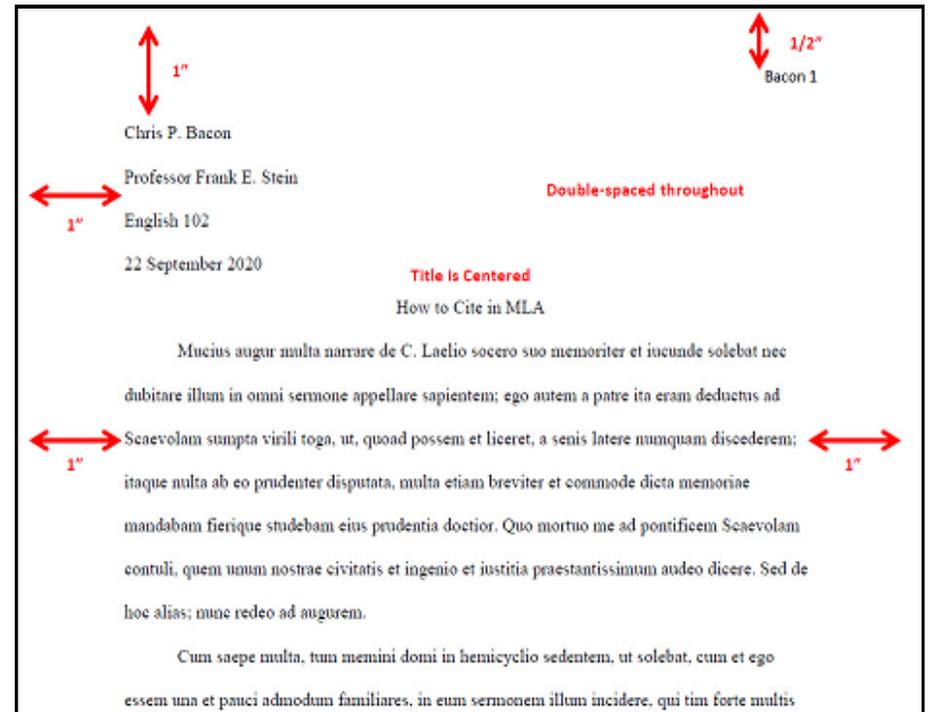


MLA Essay Checklist

The Basics:

- Text is double-spaced including quotations (no extra spaces after paragraphs).
- 12 pt. font size / Times New Roman font (or other approved fonts from your professor).
- No **bold** or underlined writing in your paper.
- 1 inch margins on all four sides.
- The introductory information should be your name, followed by your professor's name, the course name, and the date.
- Your title must be in Title Case, not in all capital letters. (The first word and all the 'main' words in a title should have initial capitals, and all the 'joining' words should be left in lower case)
- Number all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. Includes last name, followed by a space with a page number.
- Book Titles, Journals, or Major Works* should be italicized. "Short Stories", "Poems", "Articles" should be put in quotations marks.
- Only one space after periods or other punctuation marks.
- Proper indentation (first line of each paragraph moved to right five spaces / tabbed once).
- No **personal pronouns** ("you don't know how important voting is until...").
- No **narrative language** ("I will write", "in my essay", "I believe", "in conclusion").
- Sentences express complete thoughts (be careful with "But" or "Because").



(source: <http://s3.amazonaws.com/libapps/accounts/11787/images/mla1.jpg>)

- Abbreviations are not used (etc., esp., ...)
- Proper punctuation and grammar.
- No “texting” language: gonna, wanna, sorta, etc.
- Contractions** are NOT used (can’t, won’t, isn’t, doesn’t). There are some exceptions, but they’re typically rare.
- Proper spelling (numbers less than 100 are spelled out).
- The author is addressed by full name or last name only, NOT FIRST NAME.

In Text Citations:

- All framed direct and indirect borrowings (quotes and paraphrases) are followed by the page number in parentheses after the quotation marks and before ending punctuation:
 - Woodrow Wilson declared, “It is not learning but the spirit of services that will give a college a place in the public annals of the nation” (453).
 - “The faulty study resulted in crop mismanagement,” Dr. Broomfield comments (27).
- The author’s last name and the page number of the source separated by a single space are in parentheses to identify the source of each passage or idea used:

Antony's "modifications of Brutus's formulaic oratory are the first hint that [Anthony] knows his business" (Macrone 45).
- Quotations longer than four typed lines become **block quotes**, are indented twice, and are introduced with a colon.
- When two or more sources are cited within a single sentence, the parenthetical notes appear right after the statements they support.

Sample Block Quote

A similar approach colors La Primaudaye’s *The French Academie* (translated in 1594).

According to Geoffrey Aggeler:

At times it is not a fusion but a division, a conflict in which Calvinist Christianity is pitted against Stoicism, but as with [Phillippe de] Mornay, the Calvinist element is always victorious. The “presumptuous” Stoic opinion that man can master all passion and achieve an understanding of God and nature through an exercise of natural virtue is vigorously attacked, even as Momay attacks the “heathen” view of Fortune in his *Discourse of Life and Death* [translated in 1592 by Sidney’s sister]. (226-27)

Hall, La Primaudaye, and Mornay, all deemed Neostoics, handled Stoicism with much more caution than did Lipsius, and there was much to be cautious about.

(source: <http://www.mesacc.edu/~jerol76351/102mwf/images/block.jpg>)

- When you need to document a work without an author, simply list the title, shortened if necessary, and the page number, using quotes or italics as is appropriate.
- Avoid in-text citations of websites by identifying the site in your paper itself.
- Always introduce and explain how each quotation supports your argument!

The Works Cited Page:

- "Works Cited" is centered at the top of the page
- The page number is present
- Include only sources mentioned in the paper; if you did not cite them in your paper, do not include them here! Always cross-reference your paper and your Works Cited page to make sure you have everything.
- Items on the Works Cited page are arranged in alphabetical order by last name of the author. If no author is given, list it according to the title.
- The first line of each entry is flush with the left-hand margin. Subsequent lines of the entry are indented five spaces/tabbed once.
- The list is entirely Double-spaced. Do not quadruple-space between entries or the title.
- There is a period at the end of each entry.

Sample Works Cited Page

Notary 9

Works Cited

Byrnes, Stephen. "Chewing the Fat: The Low-Carb Diet Phenomenon." *Townsend Letter for Doctors and Patients* Aug.-Sept. 2003: 100+. *General OneFile*. Web. 13 Nov. 2012.

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Tucker, Miriam E. "ADA Guidance No Longer Bars Low-Carb Diets." *Family Practice News* 15 Jan. 2008: 14+. *General OneFile*. Web. 13 Nov. 2012.

(source: <http://ennisk.faculty.mjc.edu/images/Works%20Cited.JPG>)