

# MLA 8<sup>TH</sup> EDITION FORMATTING CHECKLIST

## GENERAL FORMATTING

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- Set the font to **Times New Roman, Black, 12 pt.** (MLA Style Center)
- Create **1" inch margins** all around (MLA Style Center)
- Select **2.0** under line spacing (including Works Cited page), and include one space after final punctuation of a sentence (MLA Style Center)
- Indent ½"** at beginning of each paragraph (MLA Style Center)
- Place the **page number** and your **last name** in the **upper-right corner of the page**: Williams 1 (MLA Style Center)

## TITLE PAGE (SAME AS THE FIRST PAGE OF TEXT)

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- Align the following **flush left** at the top of the page, including 1 line for each: **name, instructor's name, course number, and due date** (MLA Style Center)
- Center the **title** on **fifth line** (MLA Style Center)

## CITATIONS

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- Cite the author's name in-text or inside a parenthetical citation: **(Last name #)** (p. 54)
- Place quotation marks **before** and **after** every quote, except block quotes (p. 93)
- Indent 1" on left side** of direct quotes exceeding 4 lines of text (p. 76)

## WORKS CITED PAGE

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- Create a **hanging indent ½"** (MLA Style Center)
- Center the title, **"Works Cited,"** not bold (MLA Style Center)
- Order your references **alphabetically by author's last name**. Place the most recently published source first if your references contain multiple sources by the same author (MLA Style Center)
- Italicize* the titles of **books** and **journals** (pp. 25, 26)
- Place **quotation marks** around the titles of **articles, essays, stories, chapters**, etc. (p. 25)
- Cite the **Bible** on Works Cited page (p. 123)

For more information regarding MLA 8<sup>th</sup> edition, please visit the MLA Style Center at [www.style.mla.org/](http://www.style.mla.org/).

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