MLA 9TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

☐ Set the font to an “easily readable typeface” such as Times New Roman, 11–13-point font (p. 1)

☐ Create 1” margins all around (p. 1)

☐ Double-space the whole paper (including the works cited), and include one space after final punctuation of a sentence (p. 2)

☐ Indent ½” from the left margin at the beginning of each paragraph (p. 2)

☐ Place your last name and the page number in the upper-right corner of the page, ½” from the top, and flush with the right margin: Williams 1 (p. 4)

HEADER (IN PLACE OF THE TITLE PAGE)

☐ Align the following flush left at the top of the first page, including 1 line for each: your name, instructor’s name, course name and number, and due date. Write the due date in day-month-year order: 8 May 2016 (p. 2)

☐ Center the title of your paper on the fifth line. Do not italicize, underline, or bold your title. Do not place it in quotation marks or in all capital letters (p. 3)

HEADINGS

☐ Headings and subheadings can help organize your paper (p. 4)

☐ Consistency is key. In general, headings should be styled in descending order of prominence. For instance, bold text or a larger font indicates prominence (pp. 4-5)

☐ No heading should only have one instance. Headings should be flush left with the left margin and have a line above and below them (p. 5)

CITATIONS

☐ Cite the author’s name in-text or inside a parenthetical citation: (Last name #) (p. 235)

☐ Include the location information if you are quoting or paraphrasing a specific part of a work, such as a page number, time stamp, or line number (p. 228)

☐ Place quotation marks before and after every quote, except block quotes (p. 256)

☐ Indent an extra ½” from the left margin for block quotes, which are direct quotes exceeding 4 lines of prose (p. 256)
WORKS CITED PAGE

- Create your entries using the MLA template of core elements - facts common to most sources like author, title, and publication date (p. 105)
- Create a **hanging indent** ½” (p. 6)
- Center the title, “Works Cited,” not bold (pp. 5-6)
- Order your references **alphabetically by author’s last name, title, or description beginning the entry** (p. 219).
- Titles are given in the entry in full exactly as they are found in the source. If the work does not have a title, include a description in place of a title (p. 132).
- Cite the **Bible** on the works-cited page. See different ways to style these entries on page 339.

For more information regarding MLA 9th edition, please visit the MLA Style Center at [www.style.mla.org/](http://www.style.mla.org/).