

MLA FORMATTING CHECKLIST

If you can answer YES to all of the following questions, your paper is correctly formatted. 😊

HEADING

- * Is the order of my information correct?
 1. My name
 2. My teacher's name
 3. Name of the class
 4. Inverted date (day, month fully written out, year)
- * Is there only one space between each line of my heading?
- * Does my heading begin at the top 1-inch margin?
- * Does my heading appear only on the first page of my essay?

HEADER

- * Does my header include my last name, a space, and the page number?
- * Is my header typed in the same size and style font as the rest of my paper?
- * Does my header appear on every page of my essay, with increasing page numbers?
- * Does my heading appear above the top 1-in margin of my paper?

TITLE

- * Is my title typed in the same size and style font as the rest of my paper?
- * Did I make sure not to use bold, italics, quotes, or underlining for my title?
- * Did I make sure not to use all capital letters for my title?
- * Is my title centered on the paper?
- * Is there only one space before and after my title?

MARGINS

- * If I measure with a ruler, are the margins on all sides of my paper 1-inch wide?

FONT

- * Is my font 12-point Times New Roman?

LINE SPACING

- * Is there one space between the lines of my text (double-spacing)?
- * Is there only one space between my paragraphs?

TAB

- * Did I use "tab" once to indent new paragraphs?

STAPLE

- * If I needed multiple pages, did I staple them in the top left corner before arriving to class?