MLA Format Research Paper Checklist

Papers without a title page:

The following information should be typed, left aligned, and double spaced:

___ Your name
___ Your professor’s name
___ The course name
___ The day, month, and year your paper is due

Papers with a Title Page*:

The following information should be typed, center aligned, and double spaced:

___ Your name
___ Your professor’s name
___ The course name
___ The day, month, and year your paper is due

*Note: Some professors require title pages. This is not standard for MLA format. If you are not sure whether your research paper requires a title page, ask your professor.

Format:

a. General format:

___ Typed in 12-point font
___ Readable font (Times New Roman or Arial)
___ Double spaced
___ Black ink
___ One inch margins around
___ Left aligned
___ No extra spaces between paragraphs
b. **Header:**

___ Type your last name and the page number (e.g. Smith 4) in the top right corner of all pages beginning with the outline if you are required to submit one.

**MLA Citations:**

a. **Secondary Sources and Plagiarism:**

___ Your research paper contains accurate information from credible sources. These sources are timely and contain current information on your topic. This paper is written in your own words.

Note: Understand that if any part of this research paper has been copied from a source without proper citations, it is considered plagiarism. Plagiarism is a violation of the Student Code of Conduct, and you may be penalized for this.

b. **Parenthetical Citations:**

___ Your paper includes internal citations according to the following standards: The required number of secondary sources, cited parenthetically in the proper format: (see Figure 1).

**Figure 1: In-text Citations**

<table>
<thead>
<tr>
<th>Author/Material Type</th>
<th>In-text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author's name in text</td>
<td>Magny develops this argument (67-69).</td>
</tr>
<tr>
<td>Author's name in reference</td>
<td>This argument has been developed elsewhere (Magny 67-69).</td>
</tr>
<tr>
<td>Two authors' names in reference</td>
<td>The most notorious foreign lobby in Washington is the &quot;Sugar Mafia&quot; (Howe and Trott 134).</td>
</tr>
<tr>
<td>Quotation found in indirect or &quot;secondhand&quot; source</td>
<td>The philosopher Alain states that &quot;admiration is not pleasure but a kind of attention. . .&quot; (qtd. in Magny 66).</td>
</tr>
</tbody>
</table>

___ Credit is given each time information from secondary sources is used, even if it is paraphrased or summarized.

___ Each source listed on your works cited page is cited at least once within your paper.
c. **Works Cited Page:**

___ Entries are alphabetized according to the author’s last name.

___ Entries are not numbered.

___ Entries should be double-spaced.

___ Entries should be formatted with a “hanging indent”.

**Grammar and spelling:**

___ You have had ample opportunity to edit your paper, and it is virtually error free.

___ If needed, you have visited one of MATC’s writing centers for help editing and proofing your work before submission.