

Name: _____

Date: _____

FINAL PAPER & SPEECH – MLA CHECKLIST

Writing Workshop #3

FONT:

- Times New Roman
- Size 12
- All black font

PAGE LAYOUT:

- 1 inch margins all around

PARAGRAPH:

- Double space
- 0 “space before”
- 0 “space after”
- No extra spaces between paragraphs
- First line of paragraph indented
- No subheadings for different sections

HEADING, PAGE #, TITLE:

- Title = centered
 - Times New Roman; size 12
 - No bold, italics, etc.
 - No quotation marks
- Page # = Last Name in upper right corner
 - Heading the same for ALL pages
 - Times New Roman; size 12
 - Space between last name and page #
- Heading = MLA formatting, upper left (follow example on back)
 - Your name
 - Instructor’s name
 - Course title
 - Due date (Day Month Year); no commas

WORKS CITED:

- Works Cited on own page
- No quotes around Works Cited
- Alphabetical order
- Double space
- Second line of citation indented
- No extra space between “Works Cited” and first entry
- No extra spaces between different citations

USE OWL PURDUE!!!! This is the best resource for formatting information.

Aly Martin

Ms. Martin

Literacy

15 March 2018

Blueberries: The Ultimate Superfood

This is where you type your introductory paragraph! Notice that there are no subheadings. Also notice that the first line is indented...

(On a new page, by itself, is your Works Cited page.)

Works Cited

"Athlete's Foot - Topic Overview." *WebMD*, 25 Sept. 2014, www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, alistapart.com/article/writeliving. Accessed 4 May 2009.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International Online-Only Journal*, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.