

Writing Center MLA checklist

How am I doing on my MLA citations? The guidelines below are used for items not otherwise specified by the instructor. The instructor's assignment should always be the first reference for students seeking to know how to do citations for a specific class.

Requirements of the Works Cited page	Yes/ No
The words Works Cited are centered at the top of the page.	
<u>Spacing:</u> Double space between ALL lines. No extra spacing between entries.	
<u>Font:</u> Arial, Times New Roman, or Courier <u>Size:</u> 10 or 12 pt. <u>Other:</u> Black only and No Bold	
<u>Format:</u> The citation is formatted according to the appropriate MLA model including punctuation, capitalization, and italicization. NO underlining, bold, or color is used in MLA citations. <u>To verify correctness, an official MLA resource must be consulted.</u>	
<u>Indentation:</u> Hanging indentation is used for each citation longer than one line.	
<u>Alphabetization:</u> The Works Cited list is alphabetized according to the first letter of the first significant word in each citation.	
Requirements of MLA parenthetical in-text citations	
Signal phrases are complete and used correctly (p. 420 - 421 in Little, Brown).	
Short direct quotations are surrounded by quotation marks; for direct quotations of more than four lines consult Little, Brown p. 508.	
Parenthetical in-text citations follow MLA guidelines. <u>Use an official MLA resource to verify.</u>	
Commas and end punctuation are correctly positioned according to MLA guidelines.	

*A variety of MLA resources are available in the ARC.