MLA Format Checklist

Format
- ☐ Typed in 12-point font, Times New Roman
- ☐ Double spaced
- ☐ Black font color
- ☐ No bolding
- ☐ One inch margins all four sides
- ☐ No extra spaces between paragraphs

Page One
- ☐ Last name and page number in top right corner
- ☐ Title centered
- ☐ Title not in caps, underlined, or quoted
- ☐ Double-spaced between Title and first line

Body: Documentation
- ☐ Last name and page number in top right corner
- ☐ Quotation marks for quotes
- ☐ Parentheses for citation
- ☐ Period after citation.
- ☐ Citation at the end of the sentence.
- ☐ All in-text citations match Works Cited list
- ☐ Each source listed on Works Cited page is cited at least once in the paper.
- ☐ Credit is given each time the information is used, even if it is paraphrased or summarized.
- ☐ Omit all but last citation when *successive* citations are from the same source and page.
- ☐ Give the full name of source authors at first mention and only the last name thereafter.

- ☐ Block quotes for quotes longer than 3 typed lines or more than 3 lines of poetry/lyrics
  - ☐ Extra 1" from left margin
  - ☐ No quotation marks
  - ☐ No period after citation
  - ☐ Still double-spaced

Images
- ☐ A caption below each image that gives full reference data.
- ☐ Refer to images in the essay as "Fig. 1," "Fig. 2," etc.
- ☐ Each image is positioned in a paragraph that analyzes details in the image.
- ☐ Image references not included in Works Cited page.

Works Cited Page
- ☐ Title: Works Cited
  - ☐ 1" from top
  - ☐ Correctly capitalized, not underlined or quoted
- ☐ Entries are alphabetized according to the author's last name or first entry.
- ☐ Entries are not numbered.
- ☐ Entries should be double-spaced.
- ☐ No extra spaces between entries
- ☐ Entries should be formatted with a "hanging indent".
- ☐ Entries are correctly formatted
- ☐ Everything on the Works Cited List is cited in the paper
- ☐ Title of books and periodicals are underlined or italicized consistently
- ☐ Titles of short works and articles are in quotes

Polishing & Proofreading

Mechanics:
- ☐ Punctuation
- ☐ Spelling & Typos
- ☐ Pronoun/antecedent agreement
- ☐ Verb tense: present for text summary and analysis
- ☐ Capitalization
- ☐ Consistent pronouns
- ☐ Parallel clauses
- ☐ Italicize titles of books, films, albums and collections of art.
- ☐ Quotation marks for titles of articles, poems, songs, short stories, a painting, or other short work of art.

Style:
- ☐ Omit needless words
- ☐ Put statements in positive form
- ☐ Use definitive, specific language
- ☐ Dashes and Colons for clarity and emphasis
- ☐ Active voice when doer is of interest

Rubric

PROJECT & ARGUMENT – 5 Points
___ An interesting thesis that unifies and drives the essay
___ Clear identification and analysis of metaphors in the text
___ Thoughtful exploration of the implications of your argument

SOURCES – 5 Points
___ Use at least two sources in addition to the main text
___ Accurately format citations and Works Cited page
___ Integration: clear distinction between source ideas and your own
___ Position: thoughtfully agree, disagree or nitpick sources' analysis and interpretation

VOICE – 5 Points
___ Clear, effective, logical ideas and language
___ Concise phrases that omit needless words
___ Metadiscourse that effectively guides reader and structures ideas

EDITING & DESIGN – 5 Points
___ Follows all MLA document design conventions
___ Careful edited for grammar, typos, and punctuation

ASSIGNMENT REQUIREMENTS – 5 Points
___ Includes 3 major assignment sections: metaphor analysis, positioning, & implications
___ Length (1500-2000 words)
___ Submission by due date (11:50pm Friday, May 15)