MLA 8TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

☐ Set the font to Times New Roman, Black, 12 pt. (MLA Style Center)
☐ Create 1” inch margins all around (MLA Style Center)
☐ Select 2.0 under line spacing (including Works Cited page), and include one space after final punctuation of a sentence (MLA Style Center)
☐ Indent ½” at beginning of each paragraph (MLA Style Center)
☐ Place the page number and your last name in the upper-right corner of the page: Williams 1 (MLA Style Center)

TITLE PAGE (SAME AS THE FIRST PAGE OF TEXT)

☐ Align the following flush left at the top of the page, including 1 line for each: name, instructor’s name, course number, and due date (MLA Style Center)
☐ Center the title on fifth line (MLA Style Center)

CITATIONS

☐ Cite the author’s name in-text or inside a parenthetical citation: (Last name #) (p. 54)
☐ Place quotation marks before and after every quote, except block quotes (p. 93)
☐ Indent 1” on left side of direct quotes exceeding 4 lines of text (p. 76)

WORKS CITED PAGE

☐ Create a hanging indent ½” (MLA Style Center)
☐ Center the title, “Works Cited,” not bold (MLA Style Center)
☐ Order your references alphabetically by author’s last name. Place the most recently published source first if your references contain multiple sources by the same author (MLA Style Center)
☐ Italicize the titles of books and journals (pp. 25, 26)
☐ Place quotation marks around the titles of articles, essays, stories, chapters, etc. (p. 25)
☐ Cite the Bible on Works Cited page (p. 123)

For more information regarding MLA 8th edition, please visit the MLA Style Center at www.style.mla.org/.