MLA 8th edition Checklist
To review your work, complete this checklist and include it as a coversheet with your assignment submission.

In-Text Citations

☐ All the sources I cited in the text of my paper have a corresponding entry in my Works Cited page.

☐ I have correctly formatted my in-text citations.
  ☐ When citing a source with one author, I have included the author’s last name, space and page number in parentheses. Example: (Patel 245)
  ☐ When citing a source with two authors, I have joined last names with the word and. Example: (Jones and Rhett 119)
  ☐ When referring to more than one source that reinforces similar information, I have separated those sources with a semi-colon. Example: (Davidson 18-20; Simmons 302)
  ☐ When a source does not include a person as an author, I have used the first part of the citation found in the Works Cited page. Example: (National Committee 37)
  ☐ When I have referred to the source’s author in the text of the essay, I have only included the page number in parentheses. Example: Patel found that …. “ “ (245).

☐ I have provided an in-text citation for all of the facts, quotes, and ideas I borrowed from sources.

☐ I have only used quotes when necessary. Otherwise, I have expressed information in my own words and still cited it.

For more details, see In-Text Citations: The Basics from the Purdue Online Writing Lab’s MLA Guides.

Works Cited Page

☐ My Works Cited page begins on its own page.

☐ My Works Cited page is labeled Works Cited and is centered at the top of the page with no additional formatting (e.g. bold or italics).

☐ I have ordered my citations alphabetically by the first element in the citation. This is typically the author’s last name.

☐ I have double-spaced my citations.

☐ Each of my citations includes a hanging indent after the first line. *In Word, highlight the citation and press Ctrl+T (Windows) or CMD+T (Mac) to format a hanging indent.
When available, I have used a DOI (digital objective identifier) instead of a URL for online sources. When using an URL, I have removed http://

Any DOIs or URLs I have used are followed by a period.

I have italicized, not underlined, stand-alone items such as the titles of magazines, journals, newspapers, or books.

I have placed quotation marks around sources in containers e.g. a poem (in an anthology), an article (in a journal), a news report (in a newspaper).

I have capitalized each word in the title of an article, book, etc. except prepositions or conjunctions (e.g. on, the, an) unless the preposition or conjunction is the first word in a title or subtitle. Example: Promoting Academic Achievement among English Learners: A Guide to the Research.

I have correctly formatted author information:

- For citations with one author, I have listed the first author by last name, comma, then first name. Example: Reddy, Anisha.
- For citations with two authors, I have listed the second author by first name followed by the last name. Example: Reddy, Anisha and Nate L. Conner.
- For courses with three or more authors, I have included the last name, first name, et al. Example: Jones, Steve, et al.
- I have spelled out full names when they are provided.

I have used commas, not periods, between Publisher, Publication Date, and Pagination information.

For more details, see Works Cited Page: Basic Format from the Purdue Online Writing Lab’s MLA Guides.

General Formatting

- I have provided the following information flush with the left margin, 1 inch from the top of the first page, with each item double spaced: my name, professor’s name, course number, and date (day month year).

- I have centered the title of my paper on its own line, following the information above.

- I have numbered all pages consecutively with my last name, followed by a space, and then the page number. This information is right justified and positioned half an inch from the top of each page.

See the Purdue Online Writing Lab for a MLA Sample paper or visit the MLA Style Center for information on Formatting a Research Paper.

Library Resource: Citing Sources – MLA
http://libguides.ucmerced.edu/citing_sources/citing-sources_mla