MLA Format Research Paper Checklist

Format:

- ☐ Typed in 12-point font, Times New Roman
- ☐ Double spaced
- ☐ Black ink
- ☐ One inch margins around
- ☐ No extra spaces between paragraphs
- ☐ This paper is written in my own words.

Introduction:

- ☐ an interesting hook that captures attention
- ☐ a strong thesis statement
- ☐ no details/examples of the main points
- ☐ **no** phrases resembling, "In this paper you'll learn..." or "After reading this paper..."

Body: Structure and Content

- ☐ All paragraphs relate to topic.
- ☐ Main points relate to the thesis.
- ☐ Logical organization
- ☐ Smooth, logical transitions used within and between paragraphs.
- ☐ Development of topics with examples/explanations
- ☐ Short quotes used in context
- ☐ Quotes no longer than 4 typed lines.
- ☐ Quotes relate directly to main points.
- ☐ Conclusion summarizes main points.
- ☐ Proper length to cover topic
- ☐ Is well documented with parenthetical notations

Body: Documentation

- ☐ Quotation marks for quotes
- ☐ Parentheses for documentation
- ☐ All in-text citations match Works Cited list
- ☐ Each source listed on my Works Cited page is cited at least once within my paper.
- ☐ Credit is given each time that the information is used, even if it is paraphrased or summarized.
- ☐ Punctuation after closed parentheses
- ☐ The majority of my sources come from credible sources.

Conclusion:

- ☐ Has a logical closing that ties together the main points of my paper.
- ☐ Does not contain phrases resembling, "In this paper you have learned..." or "Now that you've read my paper..."
- ☐ Has clearly proven that you have met the purpose of your paper
- ☐ Includes your reaction to your main topic
- ☐ Is the last paragraph of your paper

Mechanics:

- ☐ No sentence fragments
- ☐ Punctuation is correct
- ☐ Spelling checked
- ☐ Capitalization correct
- ☐ No contractions
- ☐ No vague references (esp. pronouns)
- ☐ Pronoun/antecedent agreement
- ☐ No unnecessary shifts of verb tense
- ☐ Correct subject/verb agreement
- ☐ Correct Prepositions

Works Cited Page:

- ☐ Title: Works Cited
  - ☐ 1" from top
  - ☐ Correctly capitalized, not underlined or quoted or italicized
- ☐ Entries are alphabetized according to the author's last name or first entry.
- ☐ Entries are not numbered.
- ☐ Entries should be double-spaced.
- ☐ Have you indented the second line of sources?
- ☐ Entries are correctly formatted
- ☐ Title of books and periodicals are underlined or italicized consistently
- ☐ Titles of short works and articles are in quote