MLA Checklist Tool for End-of Paper - MLA 9 Format & Style

	In-Text Citations Criteria

❏	**All sources credited throughout your assignment**
	   ❏ All quotes <u>and</u> paraphrased materials have an in-text-citation,
	   ❏ All visual materials as images, maps, charts, tables & graphs have label Figure (Fig.)

❏	**In-Text Citations are correct** - properly constructed according to MLA style.
❏	**In-Text Citations match Citations** ❏ Every in-text citation has a complete, matching citation in your Works Cited List.
	Works Cited Criteria

❏	**Header**
	   ❏ Surname along with automatic pagination right-justified - top right corner.
	   ❏ Must be ½ inch from the top.

❏	**Title**
	   ❏ Title is centered. Title has the same size font and type as the rest of the Works Cited
	   ❏ Title is <u>not</u> underlined or in boldface.

❏	**Spacing -** Double spaced throughout the Works Cited.
❏	**Indented -** All citations have a left-hanging indent.
❏	**Alphabetized** ❏ All citations are listed in alphabetical order by the first word/name of each citation.

❏	**Citations are complete and correct**
	   ❏ Proofread your citations. A citation tool does <u>not always provide the correct citations</u>.
	   ❏ All citations properly constructed according to MLA style.

❏	**Citations match In-Text Citations** ❏ All citations in the Works Cited list have a matching in-text citation in your assignment.
❏	**Works Cited page is a <u>separate</u> and the <u>last page</u> of your assignment.**
	Overall Paper Presentation Criteria
❏	Did you cite the appropriate number of sources according to your assignment instructions?
❏	Is your entire assignment double-spaced?
❏	Unless specified otherwise by your teacher, is your <u>entire assignment</u> including <u>Works Cited</u> and in the <u>header</u> in font type Times New Roman, size 12 font and font colour black?
❏	Did you create a header at the top right of each page with your surname and automatic pagination?
❏	Are the margins set at 1" (2.54 cm)?