**MLA FORMATTING CHECKLIST**

**If you can answer YES to all of the following questions, your paper is correctly formatted. ☺**

**HEADING**

\* Is the order of my information correct?

1. My name
2. My teacher’s name
3. Name of the class
4. Inverted date (day, month fully written out, year)

\* Is there only one space between each line of my heading?

\* Does my heading begin at the top 1-inch margin?

\* Does my heading appear only on the first page of my essay?

**HEADER**

\* Does my header include my last name, a space, and the page number?

\* Is my header typed in the same size and style font as the rest of my paper?

\* Does my header appear on every page of my essay, with increasing page numbers?

\* Does my heading appear above the top 1-in margin of my paper?

**TITLE**

\* Is my title typed in the same size and style font as the rest of my paper?

\* Did I make sure not to use bold, italics, quotes, or underlining for my title?

\* Did I make sure not to use all capital letters for my title?

\* Is my title centered on the paper?

\* Is there only one space before and after my title?

**MARGINS**

\* If I measure with a ruler, are the margins on all sides of my paper 1-inch wide?

**FONT**

**\*** Is my font 12-point Times New Roman?

**LINE SPACING**

\* Is there one space between the lines of my text (double-spacing)?

\* Is there only one space between my paragraphs?

**TAB**

\* Did I use “tab” once to indent new paragraphs?