

Augusta University Writing Center MLA Formatting Checklist

All information taken from the MLA Handbook, 8th edition (2016)

MLA style was developed to ease reading comprehension of writing in the humanities and some social sciences. The style is published by the Modern Language Association. Scholars and researchers in fields such as English, Theology, and Philosophy use MLA style. The Augusta University Writing Center offers many handouts on MLA style. This handout offers advice on formatting your paper.

Complete this checklist to ensure your paper has been formatted correctly according to MLA style. MLA papers should use an easy-to-read, 11- or 12-point font such as Times New Roman throughout. Papers should be double-spaced, with no extra lines between paragraphs of the same style. Use 1-inch margins throughout. Indent at the start of each new paragraph.

- First page of your paper. Note that MLA does not require separate cover page.
 - Header. Go to your insert tab and select a blank header. Insert the page number in the top right corner using Arabic numerals (begin at 1). Type your last name before the page number. This header should appear on every page of the paper.
 - Identification. In the left upper corner of your paper, type your name, the instructor's name, the course title, and the date on separate lines.
 - Paper title. On a new line beneath the identification information, type your paper title, centered. Do not bold, italicize, or underline the paper title.
- Body of your paper.
 - Organize the body of your paper into paragraphs. Each paragraph should be focused on one idea or claim. Arrange paragraphs so that claims are developed. Most MLA essays include an introduction, body paragraphs, and a conclusion.
 - Cite your sources according to MLA style throughout (see our MLA Citation Guide Handout for assistance). MLA requires that any idea that is not your own be cited. Paraphrased information, summaries, visuals, and direct quotations are all cited in the text and on the Works Cited page.
 - Headings. MLA does not encourage or discourage the use of headings. Therefore, no guidelines on headings exist. The general rule is to remain consistent with headings in terms of font style if you choose to use them. Always check with your instructor about headings.
- Works Cited page. MLA papers cite their sources in the text and on a Works Cited page. The Works Cited page includes all sources cited within the paper. The Works Cited page begins on a new page. The words "Works Cited" appear at the top of this new page, centered. Do not bold, underline, or italicize "Works Cited." Entries are arranged alphabetically by first author's last name. The Works Cited page is double-spaced throughout, with no extra lines between entries.