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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Formatting** | Did you… | *Notes* | |  | ...include a header with your last name and page number on top right of pages? | e.g.: Smith 1 | |  | ...include a heading or cover/title page | includes full name, teacher’s name, course | |  | ...double-space the entire text, including the header? |  | |  | ...make your text 12-point, Times New Roman font (or something clearly legible and presentable)? |  | |

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| **Content** | Did you… | *Notes* |
|  | ...indent ½ inch for the start of each paragraph? |  |
|  | ...vary headings and subheadings? | Headings and subheadings can be varied by font, alignment, style (bold, italic, etc.) to show differences in levels |
|  | ...include page numbers when possible with in-text citations? | e.g. (Smith 3) NOTE: no commas between author name and page #! |
|  | ...put end punctuation AFTER parentheses for an in-text citation?    ...put punctuation (e.g. commas & periods/full stops) INSIDE quotation marks? | example: She analyzed the matter, "Blah blah" (Brown, 3).  example: Brown declared, "I never said that!" (5) |
|  | ...italicize names of books, magazines, newspapers, etc. BUT put titles of articles, websites, etc. in quotation marks? | example: The *New York Times* reported in the article "How to Write an Extended Essay" that you should...  (SEE SEPARATE HANDOUT for more examples) |
|  | ...check your verb tenses? | These should match - present, past, future, etc. |

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| **Works Cited** | Did you… | *Notes* |
|  | ...center and capitalize the title? |  |
|  | ...make the indentation with the 2nd line hanging (0.5 in. or 1,25 cm)? |  |
|  | ...write all dates in order of day, month, year (e.g. 12 September 2013)? | · You can spell out or abbreviate the month! |
|  | ...alphabetize your list by author/ source name? |  |

**Resources:**

For general knowledge on MLA: <https://owl.english.purdue.edu/owl/resource/747/08/>

For help formatting citations: <http://easybib.com/>

For image captions: <http://risd.libguides.com/citingimages>

Article - “What Does MLA Style Format Look Like?”:

<http://classroom.synonym.com/mla-style-format-look-like-1278.html>

Setting up MLA in Microsoft Word (with screen shots):

<http://nlclibrary.libguides.com/content.php?pid=133906&sid=1862956>

MLA Format Examples:

<http://examples.yourdictionary.com/mla-format-examples.html>