

MLA Formatting Checklist for Reports

- _____ Font is Times New Roman, Size 12, Not Bold
- _____ Margins are all one inch (top, bottom, left, and right)
- _____ All paragraphs are indented
- _____ Document is double-spaced
- _____ Header includes writer's last name, space one, and then page number right aligned
- _____ Page numbers are numbered consecutively (second page is page 2, etc.)
- _____ Four-line heading is correctly formatted (your name, teacher name, class name, date)
- _____ Correct title typed in title case and centered with no extra spaces above or below it (and title is not underlined)
- _____ Subheadings are centered and in title case
- _____ Quadruple space (return twice on double spacing) BEFORE a subheading
- _____ Check again that font is Times New Roman, Size 12, Not Bold
- _____ Page break is inserted after last paragraph
- _____ Works Cited is at the TOP of the next page (not Bibliography or References)
- _____ Works Cited is typed in title case
- _____ Report title, subheadings, etc. are not underlined (only specific names of reference material, etc.)
- _____ References on Works Cited page(s) have a hanging indent (second line is indented ½ inch from left margin – use Control+T)
- _____ Nothing is in ALL CAPS
- _____ Parenthetical References are placed at the end of the sentence before the period
- _____ Parenthetical References include the Author's last name and page number (Rankin 3). They do NOT include an abbreviation for pg. (Rankin pg. 3)

- _____ Title page is on a separate document
- _____ Document is centered vertically and horizontally
- _____ Title is typed in title case (title is same one that is on the report)
- _____ Return eight times on double spacing (15 blank lines)
- _____ Type four line heading
- _____ Date is typed day month year with no commas (example: 15 January 2006)
- _____ No header on title page