

Name: _____

_____ / 6 [MLA format]

CHECKLIST FOR RESEARCH PAPERS – 10H

	Yes	No.
1. You have a title, which is double spaced and centered. It is not underlined, bold or put in quotation marks or typed in capital letters or has a period at the end. You have followed the rules of capitalizing titles.		
2. You have used Times New Roman in size 12 font.		
3. You have double-spaced throughout the paper, including the heading, quotations and the list of Works Cited.		
4. You have omitted a title page and begun ½ inch from the top right hand corner of the first page and typed your last name and the page number flush with the margin. Each succeeding page is numbered in this way.		
5. You have typed your name, your teacher's name, the name of the course, and the due date on the first four lines of page 1 only.		
6. You have left a margin of 1 inch between the text and the top, bottom, and sides of all pages.		
7. You have indented the first word of every paragraph. You have indented extended quotations twice as far as a regular paragraph.		
8. You have followed the rules for the Works Cited page including correct numbering, centering, spacing, alphabetizing, capitalizing, underlining, punctuation and using quotation marks.		
9. You have used at least 2 different parenthetical citations per paragraph, making sure that you have not quoted, paraphrased, or otherwise used someone else's ideas without giving them proper credit.		
10. You have written the citations correctly.		
11. Every source on your Works Cited page has a matching parenthetical citation somewhere in your essay. Every parenthetical citation matches to a source on the works cited list.		
12. Your paper is the correct length without any deductions for papers that are too short or too long.		