MLA Checklist

— Double space everything – including the Works Cited list


— Indent first line of paragraph one half-inch.

— Set all margins to 1 inch (2.54 cm) on all sides (default setting – “Normal”).

— Leave one space after punctuation.

— Remove extra spaces between paragraphs

— If referring to titles other than your own in the essay:
  
  o Capitalize the first word, the last word and all the important words in between.

  o Use italics for titles of books/websites/longer works: The Life of Pi.

  o Use quotation marks around titles of articles/webpages/shorter works: “The Tiger.”

In-text citations

— Must cite direct quotations and paraphrases

— The citation follows immediately after the quotation, paraphrase, or idea. The period follows the bracket usually.

— If you have a page number, include it in the bracket.

— If you do not have a page number (usually with an electronic source), don’t include,

Some teachers may ask you to provide the paragraph or section number (par. 4) (sec.2) **check with your teacher

For more information: http://stpauls-mb.libguides.com/citations
If you have an author’s name – **USE IT** – either in the text or in the parenthetical citation (in a bracket).

- Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).
- Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).
- Wordsworth extensively explored the role of emotion in the creative process (263).

- **Multiple authors**
  - Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).
  - The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).
  - Jones et al. counter Smith, Yang, and Moore’s argument by noting the current spike in gun violence in America compels law makers to adjust gun laws (4).

- If there is no author, use all or a portion of the title – the same rules apply as above (“Title of Article” #) or (Title of Book #).
  - We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . .” (“Impact of Global Warming” 6).

- **Internet sources** – follow the same rules as above. If you have an author/creator – use it, if not; use the name of the article or webpage NOT website.


For more information on citations and paraphrasing, please check our St. Paul’s citation guide at: