

MLA REPORT CHECKLIST:

- MARGINS: All margins are set to _____ inch(s)
- HEADER & PAGE #: Author's _____ name and page # in the upper _____ hand corner of the page.
- SPACING: Spacing is set to _____. There should be ____ extra space between paragraphs.
- FONT: Font is _____, size _____.
- HEADING: Four part heading includes _____, instructor's name, _____ and the _____.
- TITLE: Centered on the page.
- INDENTING: The _____ line of each paragraph should be indented 0.5".
- CITATIONS: Quotations of _____ or more lines should be indented 1" from the left.
- WORKS CITED: Sorted by author's _____ name, uses a _____ hanging _____ and _____ spaced.

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