

MLA 9 Formatting Checklist

ENTIRE PAPER

- ★ 1" Margins (all sides)
- ★ Font
 - A readable font where the regular and italic type styles contrast clearly (such as Times New Roman or Arial or Calibri)
 - Size between 11 and 13
- ★ Double spaced
- ★ Header
 - Last name with page number
 - ½" from the top of page
 - Flush with the right edge
 - On all pages
- ★ Heading
 - Name
 - Teacher
 - Class
 - Date
 - Left side, only on the first page
- ★ Title
 - Capitalize each word
 - Centered, only on the first page
 - No special formatting
- ★ Indentation
 - ½" indentations for first line of each paragraph
 - All following lines align to left margin

WORKS CITED ONLY

- ★ Title - Works Cited
 - Capitalize each word, centered
- ★ Hanging indentation
 - First line aligns with left margin
 - All following lines indented ½"
- ★ Capitalization
 - Author and company names, titles of books, magazines, articles
- ★ Italicize titles of larger works
 - Database name, titles of books, magazines/journals, websites
- ★ Date format
 - Day Mon. Year
 - Month abbreviated (except May, June, and July)
- ★ Alphabetize by the first word in the citation
 - Ignore "the" or "a"

Title

Works Cited

Brown, Bryan. "America's Most Famous WITCH HUNT." *Junior Scholastic/Current Events* vol. 120, no. 3, 9 Oct. 2017, pp. 18+. Gale In Context: High School,

Header

link.gale.com/apps/doc/A511109292/GPS?u=fall83743&sid=bookmark-GPS&xid=8cedf254.

Accessed 30 Sept. 2021.

Double Spaced

Guiley, Rosemary Ellen. "Witchcraft." *World Book Advanced*, World Book, 2021,

<https://worldbookonline.com/advanced/article?id=ar607660>. Accessed 30 Sept. 2021.

Johnston, Ruth A. "Concepts of Magic in Medieval Europe." *World History: Ancient and*

Medieval Eras, ABC-CLIO, 2021, ancienthistory.abc-clio.com/Search/Display/1693386.

Accessed 30 Sept. 2021.

Linder, Douglas O. "A Brief History of Witch Trials before Salem." *Famous Trials*.

<http://www.famous-trials.com/witch-trials>. 2017. Accessed 30 Sept. 2021.

Hanging Indent: 1st line
all the way to the left, all
other lines indented ½"

Miller, Arthur. *The Crucible*. Penguin Books. 2003.

"Ukraine: Holidays." *CultureGrams Online Edition*, ProQuest, 2021,

online.culturegrams.com/world/world_country_sections.php?&contid=5&wmn=Europe&cn=Ukraine&sname=Holidays&snid=16&cid=167.

Accessed 30 September 2021.