

MLA Format Research Paper Checklist

Title Page:

My research paper includes a title page with the following information:

- ✓ Title of research paper
- ✓ Course/Professor Information
- ✓ My name
- ✓ Date

Note: Some professors require title pages. This is not standard for MLA format. If you are not sure whether your research paper requires a title page, ask your professor.

Format:

My research paper has been prepared using the following format standards:

- ✓ Typed in 12-point font
- ✓ Readable Font (Times New Roman or Arial)
- ✓ Double spaced
- ✓ Black ink
- ✓ One inch margins around
- ✓ No extra spaces between paragraphs

Introduction:

My research paper includes an introduction that has:

- ✓ an interesting hook that captures attention
- ✓ a strong thesis statement
- ✓ no details/examples of the main points
- ✓ no phrases resembling, "In this paper you'll learn..." or "After reading this paper..."

Body:

Secondary Sources and Plagiarism:

- ✓ My research paper contains accurate information from credible scholarly sources. These sources are timely and contain current information on my topic. This paper is written in my own words.

Note: I understand that if any part of this research paper has been copied from a source without proper citations, it is considered plagiarism. Plagiarism is a violation of the Student Code of Conduct, and I may be penalized for this.

Internal Citing:

My research paper includes internal citations according to the following standards:

- ✓ The required number of secondary sources, cited parenthetically in the proper format: (Davis 1999).
- ✓ Credit is given each time that the information is used, even if it is paraphrased or summarized.
- ✓ Each source listed on my works cited page is cited at least once within my paper.
- ✓ The majority of my sources come from credible print sources, such as books, scholarly journals, and periodicals. Most of my non-print sources are NOT web based, but come from the online databases that the library subscribes to.

Conclusion:

My research paper includes a conclusion that has:

- ✓ A logical closing that ties together the main points of my paper.
- ✓ A unique closing statement that does not repeat the opening statement and leaves the reader with something to think about.
- ✓ No phrases resembling, “In this paper you have learned...” or “Now that you’ve read my paper...”

Works Cited Page:

- ✓ Entries are alphabetized according to the author’s last name.
- ✓ Entries are not numbered.
- ✓ Entries should be double-spaced.
- ✓ Entries should be formatted with a “hanging indent”.

Conventions (grammar and spelling):

- ✓ I have had ample opportunity to edit my paper, and it is virtually error free.
- ✓ I have visited one of Valencia’s writing centers, like the CSSC, for help editing and proofing my work before submission.