Senior Thesis: MLA Formatting Checklist

Purpose:
Use this checklist to double-check the formatting for your final paper.

Title Page
- ___ Research question is in 16 point font, italics, centered
- ___ First and last name, 16 point font, bold, centered
- ___ Senior Project Advisor: Their name. 16 point font, centered
- ___ 12th Grade Humanities, Animas High School, Submission Date. Centered, 16 point font, all on different lines
- ___ There is a blank page between the title page and beginning of your essay text

Margins, Font, Pages
- ___ Font is Times New Roman
- ___ Font is 12 point
- ___ Margins are set to 1 inch all the way around
- ___ Entire paper is double-spaced
- ___ Insert page numbers at the bottom of each page
- ___ Insert a header with your last name and the page number at the top of each page

Titles and Headers
- ___ If you want a clever title for your paper, center it on the first page
- ___ Headings are correctly phrased, centered, and bolded

Research Synthesis Headings	Original Research Headings
Part I: Introduction Part II: Historical Context Part III: Research and Analysis Part IV: Conclusion	Part I: Introduction Part II: Historical Context Part III: Summary of Past Research Part IV: Findings and Analysis Part V: Conclusion

- ___ Any sub-headings you use are justified left and italicized

Quotes
- ___ All quotes have quotation marks
- ___ All quotes are correctly cited using MLA in-text citations
- ___ Any quote longer than 4 lines is block quoted (started on a new line, entire quote is indented 1 inch from the left margin)

Appendixes

If you have any Appendixes (for graphs, data tables, etc.), they should follow the following format. See Shannon Etz's sample paper for a visual of how to do this.

- ___ Each appendix starts on a new page after the conclusion of the paper
- ___ Each appendix has a centered, bolded title: **Appendix 1, Appendix 2,** etc.
- **___** Each figure in your appendix is clearly labeled

Bibliography

- ___ Bibliography starts on a new page
- ___ Bibliography is title Bibliography. 12 point, centered, bolded
- ___ Bibliography is alphabetized by the first word in each citation
- ___ After the first line of each citation, following lines are indented by ½ inch
- ___ All entries are fully cited using MLA format