

MLA Documentation: Editing checklist

To be used in conjunction with a handbook or reliable online style guide. Recommended handbooks & online guides: Troyka & Hesse, *Quick Access*; Hacker, *A Writer's Reference*; Scribbr MLA style guide (<https://www.scribbr.com/category/mla/>); Purdue OWL: <http://owl.english.purdue.edu/owl>

Works Cited page

- ☐ The Works Cited page starts at the top of a new page
- ☐ The same font style and size is used as was used in the paper
- ☐ The title (Works Cited) is centered on the first line
- ☐ The Works Cited page is double-spaced, with no extra space between lines
- ☐ Entries are arranged in alphabetical order
- ☐ Entries are formatted as *hanging indents*
- ☐ No source appears on the Works Cited page that is not cited in the paper
- ☐ All sources cited in the paper appear on the Works Cited page
- ☐ Authors' names are spelled the same on the Works Cited page as they are in text
- ☐ All entries are formatted according to a handbook or reliable online guide (see suggested resources at the top of this Guide)
- ☐ online article sources: include doi # (if no doi #, use a permalink without the https:// prefix)

Authors' names (check handbook):

- ☐ one author
- ☐ two authors
- ☐ three or more authors
- ☐ corporate or group author
- ☐ more than one source by the same author

Title *formats* (see SVCWC Writing Guide "MLA: Title formats," or check a handbook):

- ☐ *article* titles
- ☐ *book* titles
- ☐ *journal* titles

In-text & narrative citations

- ☐ Every use of source material is fully cited
- ☐ Each citation includes a reference to the source, in narrative form (attribution) or in a parenthetical citation
- Authors' names* (check handbook):
 - ☐ one author
 - ☐ two authors
 - ☐ three or more authors
 - ☐ corporate or group author
 - ☐ more than one source by the same author
- ☐ Sources are spelled the same as they are on the Works Cited page
- ☐ Each citation includes the page number(s). If no page numbers, use paragraph numbers (par. or pars.) only if paragraphs are numbered in the text.
- ☐ In-text citation: Include author(s) name(s) and page number. Do NOT separate with a comma (Hyde 235).
- ☐ Narrative citation: Author(s) name(s) are part of the sentence; page number in parentheses at the end of the cited material, e.g., Hyde explains..... (235).
- ☐ In narrative citations, sources are introduced the first time by full name/s (and with an identifier, if appropriate), e.g., Nathan Hyde explains ... (235). All subsequent reference to sources in attribution use the last name/s only, e.g., Hyde goes on to say.... (236).

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SVCWC Writing Guide: MLA 8th Editing checklist con't.

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|---|--|
| ___ Running attribution/acknowledgement is used to cite ongoing use from the same source (see SVCWC Writing Guide, "Running attribution/acknowledgement") | ___ All quotations are correctly copied and enclosed in quotation marks |
| ___ Verbs used in narrative citations (attribution) are in present tense, e.g., Hyde finds... | ___ Quotations are integrated; they do not "float" (see SVCWC Writing Guide "Avoid floating quotes") |
| ___ Quotations are few and effective | |

Other helpful SVCWC Writing Guides to consult:

MLA (8th ed.): Authors' names

MLA documentation: Title formats

Using sources effectively: Avoid "floating" quotes

Using sources effectively: Running attribution/acknowledgment

Documentation: Citing "indirect" (or "secondary") sources (APA & MLA)

Using sources effectively: To quote, or not to quote?