

# *Ms. Libby's (mostly) MLA Format Research Paper Checklist*

## **Format:**

- Typed in 12-point font, Times New Roman
- Double spaced
- Black ink
- One inch margins around
- No extra spaces between paragraphs
- Every page has last name and page number in top right.
- This paper is written in my own words.

## **Page One Layout (NO COVER SHEET)**

- Double spaced heading with your full name, period, and due date of assignment
- Title centered
- Title **not** in caps, underlined, or quoted
- Double-spaced between Title and first line
- Single space between SJM and Bio (bolded)
- Double space before abstract
- Abstract double spaced
- Abstract addresses all req'd questions

## **Sections:**

- Each section begins on a new page
- Each section has a centered title at the top (not in bold)
- No extra space between heading and start of section
- Order of pages/sections:
  - Intro/abstract
  - Annotated Bibliography
    - Editorial, then journal article
  - Historical Analysis
  - Biographical Analysis
  - Prescriptions/Reflection

## **Annotated Bibliography (Begins on a new page)**

- Editorial
  - Approved by Ms. Libby
  - MLA Biblio. Entry BEFORE template
  - Utilizes complete template
- Journal Article
  - Approved by Ms. Libby
  - MLA Biblio. Entry BEFORE template
  - Utilizes complete template

## **Historical Analysis (begins on a new page):**

- Starts on a new page, centered title
- Identifies the movement and its overarching goal/s
- Identifies the long term origins of the movement
- Discuss the tactics and strategies of the movement over time, and their relationship to the successes and changing goals
- Identifies key figures and events throughout the movement over time
- Utilizes a variety of types of analysis
- Focuses on the last 50 years of US history (2/3+ post-1970 material)

## **Biographical Analysis (begins on a new page):**

- Starts on a new page, centered title
- Briefly introduces the biographical figure with background information
- Introduces the figure as an actor and activist in the movement
- Identifies her or his role in a sub-movement, if applicable (i.e. participates in BLM, as a sub-movement of AACRM)
- Focuses on person's activism, rather than general biography
- Identifies her or his key actions and strategies with relationship to her or his goal/s
- Utilizes a variety of types of analysis

## **Prescriptions for the Future & Reflection (begins on a new page)**

- Starts on a new page, centered title
- Addresses all required question
- Is honest, straightforward and thorough
- Predictions for the future are based in historical fact

## **Citation**

- Uncommon knowledge is cited (parenthetically or in-text)
- In-text citations are properly formatted following the rules of MLA format

## **Mechanics:**

- Margins are correct (1")
- No sentence fragments
- Punctuation is correct
- Spelling checked
- Capitalization correct
- No contractions
- No vague or self-references
- Pronoun/antecedent agreement
- No unnecessary shifts of verb tense
- Correct subject/verb agreement
- Correct Prepositions

## **Bibliography Page:**

- Bibliography
  - 1" from top
  - Correctly capitalized, not underlined or quoted
- Entries are alphabetized according to the author's last name or first entry.
- Entries are not numbered.
- Entries should be double-spaced, No extra spaces
- Entries should be formatted with a "hanging indent" (all EXCEPT first line are indented)
- Entries are correctly formatted and complete
- Contains all sources used to expand knowledge
- Entries contain all required elements and follow MLA Format
- Every source you used to gain knowledge is included
- Title of books and periodicals are underlined or italicized consistently
- Titles of short works and articles are in quotes

