MLA FORMAT
Is the essay...

- **DOUBLE SPACED** throughout? □ YES, GOOD! □ NO, BAD!
  (no extra line spacing between paragraphs, headers, titles, etc)

- 1” margins – top, bottom, right, left? □ YES, GOOD! □ NO, BAD!

- Text left aligned? Font = Times New Roman (TNR), 12 pt? □ YES, GOOD! □ NO, BAD!

- Correct right header on each page? □ YES, GOOD! □ NO, BAD!
  (Last name and sequential page number, including WORKS CITED; font= TNR, 12pt)

- Correct left header on first page? □ YES, GOOD! □ NO, BAD!
  (circle the ones that need to be fixed)
  o Student first and last name
  o Teacher(s) name(s)
  o Course name
  o Date of current draft (correct format)

**TITLE, HOOK & THESIS STATEMENT**

- Original **TITLE** __________________________________________________________

- **HOOK** ________________________________________________________________

  ________________________________________________________________

  ________________________________________________________________

  Do you want to keep reading?

  □ YES!!!!!!  □ YEAH, I SUPPOSE  □ MAYBE  □ MEH?

  Is the main verb “is” or “was”? □ YES, BAD! □ NO, GOOD!

- Are there at least 3 sentences that bridge from HOOK and THESIS?
  □ YES, GOOD! □ NO, BAD!

- **THESIS STATEMENT** __________________________________________________________

  ________________________________________________________________

  ________________________________________________________________

  ________________________________________________________________

  Is the **THESIS STATEMENT** the last sentence of the **INTRODUCTION**?

- Is the **THESIS STATEMENT** One sentence with two parts? □ YES, GOOD! □ NO, BAD!
  o First part: Subject and transcendence
  o Second part: Specific mention of three B-values
CITATIONS

- Is all new information cited? Direct quotes AND paraphrased information?

- CITATIONS should contain the following information in order of preference:
  - Author’s last name and page number – (Smith 42)
  - Author’s last name – (Smith) – if page number is not available, leave it out
    - DO NOT use editor as author (Ed. John Smith)
  - “Article or Page Title” and page number – (“Churchill, Sir Winston” 376)
  - “Article or Page Title” – (“Churchill, Sir Winston”) – if no page number

- Minimum of three (3) CITATIONS in each SUPPORT AREA? ☐ YES ☐ NO

- Does each CITATION match a source in WORKS CITED? ☐ YES ☐ NO

- First information presented in WORKS CITED entry? ☐ YES ☐ NO

WORKS CITED

- Page title centered – Works Cited ☐ YES ☐ NO
- Double spaced? ☐ YES ☐ NO
- Hanging indentation? ☐ YES ☐ NO
- Right header? Last name, correct page number? ☐ YES ☐ NO
- TNR 12pt.? ☐ YES ☐ NO

- Are there extra sources included in WORKS CITED, not represented by CITATION(S)? ☐ YES - BAD ☐ NO

- Transcribe one book CITATION with author ( )
  Is it correct? ☐ YES ☐ NO
  If NO, then create the correct CITATION ( )

- Transcribe one article title CITATION with no author ( )
  Is it correct? ☐ YES ☐ NO
  If NO, then create the correct CITATION ( )
DIRECT QUOTES

- Are all DIRECT QUOTES cited? □ YES □ NO

- Are there any DIRECT QUOTES more than four (4) lines of essay text? If YES, seek help from a teacher? □ YES □ NO

- Are all DIRECT QUOTES embedded? □ YES □ NO
  They do NOT stand alone as sentences (“orphans”).
  o NOT THIS: “We shall fight them on the beaches” (Churchill 42).
  o THIS: Churchill said, “we shall fight them on the beaches” (Churchill 42).
  o AND REALLY, REALLY, REALLY, WE’RE NOT KIDDING, NOT THIS:
    I chose a quote said by Churchill... OR A quote said by Churchill was...

- DIRECT QUOTES are NOT followed by sentences that begin: □ YES □ NO
  o This quote means that...
  o This shows that...
  o The quote I chose means that...
  o The quote said by Churchill means that...
  o Or anything else like these!
TOPIC & SUMMARY SENTENCES

- Is the topic the topic? In other words, does each SUPPORT AREA begin with a topic sentence that relates directly to the THESIS STATEMENT? □ YES □ NO
- Are the B-values presented in the order in which they appear in the THESIS STATEMENT? □ YES □ NO
- Is “is” or “was” the main verb? □ YES - BAD □ NO
  - NOT THIS: “One B-value that Winston Churchill showed was justice.”
- Do TOPIC SENTENCES do begin with any specific suggestion of an order:
  - NOT THIS: “One B-value that…”, or “The first B-value that…”
- Is a SUMMARY SENTENCE included for each SUPPORT AREA? □ YES □ NO
- Does the SUMMARY SENTENCE conclude the paragraph? □ YES □ NO

CONVENTIONS & WORD CHOICE

- Personal pronoun I? Circle all “I” unless it is in a DIRECT QUOTE. All “I” should be removed
- VERBS? Circle all of the “is” or “was” on page one of the essay
- AWKWARD phrasing? Find one and underline it (missing or wrong word, run-on, frag, etc.)
- Subject is referred to by first and last name the first time they are mentioned and last name only for the rest of the essay. No first names, only! □ YES □ NO
- FIVE PARAGRAPHS? □ YES □ NO
- CAPITALIZATION? Proper nouns, names, etc... □ YES □ NO