

MLA Format Rubric/Checklist for Essays

Current MLA format conventions include the presentation features listed below. Please set up your out-of-class essay as follows:

- **Font:** Times New Roman
- **Font size:** 12-point
- **Font color and paper:** black font on white paper
- **Margins:** 1-inch margins all around
- **Spacing:** double spacing only throughout – no exceptions; no extra space between paragraphs
- **New-paragraph tabs:** 1/2-inch
- **Set automatic header and pagination** with your last name, one space, and page number set flush right
- **Student identification:** at left margin only, and only on first page of essay, these four items: student's name, professor's name, course information, and submission date, European style – day month year – example: 30 April 2010 (double space these four items also; see model essay referenced below)
- **Title:** centered and properly capitalized and punctuated; NOT underlined; NOT in quotation marks; **Font:** Times New Roman; **Font size:** 12-point
- **Parenthetical in-text citation of sources:** see the **MLA Formatting and Style Guide** at the Purdue University Online Writing Lab (OWL) at <http://owl.english.purdue.edu/owl/resource/747/01/>

Many examples of an MLA formatted essay exist for you to refer to online.

Use the one provided by Purdue University Online Writing Lab (OWL) at <http://owl.english.purdue.edu/owl/resource/747/01/>

Incorporating Paraphrases, Summaries, and Short Quotations

Note that paraphrases and summaries must be documented as rigorously as quotations. Periods come after the parenthetical documentation for short passages within paragraphs.

- Whether you are a novice or experienced at incorporating source information using MLA standards, you must note the importance of incorporating the reference into your own sentence, **making clear where the reference begins and ends, and making clear what the source is.**
 - Here's an example of a **quotation**
 - Betty Mattix Dietsch defines the purpose of argument as "to persuade readers to accept a belief, adopt a policy, or enact a decision, proposal, or law" (285).
 - Here's an example of a **paraphrase**
 - Betty Mattix Dietsch describes argument's purpose as changing readers' attitudes and actions (285).
 - Here's an example of a **combination** of paraphrase and quotation
 - Betty Mattix Dietsch describes argument's purpose to change readers' attitudes and actions such as affecting "a decision, proposal, or law" (285).