**MLA CHECKLIST**

1. Double-space everything on document!

2. Change top, bottom, left, right margins (1 inch)

3. Add header (right align, ½ inch from top)

-Includes last name and page number: Speck 3

-Make sure to use “insert page #” sign!

-Make sure to change the font of the header to Times New Roman!!

4. Add 4-part heading

Bill Jones

Mrs. Speck

Introduction to Literature, 2

August 30, 2013 (write out date!!)

5. Check font and size (Times New Roman, 12)

6. Title- center on page (do not bold or underline!)

7. Indent each new paragraph.

-DO NOT put extra spaces between each paragraph!