Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Use the checklist below to be sure your paper is adhering to standard written MLA guidelines. If you notice mistakes in your writing, edit your paper to achieve the highest grade possible.

* Formatting:
  + Everything must be: double spaced, size 12, Times New Roman
  + Proper heading (double spaced on left hand side only)
  + Creative title (no \_\_\_\_\_\_\_\_\_, “ ”, **bold**, or *italics)*
  + Last name and page number at the top right side of each page
    - EX: Perkisburger 1 (without a comma)
* Introduction, multiple body paragraphs, and conclusion
* No contractions (can’t, don’t, I’m, shouldn’t, etc.) unless it is used in a quote
* No run on sentences (two or more sentences joined without punctuation)
* Make sure you do not use the words:
  + You
    - Replace it with: people, a person, society, individuals, groups, etc.
    - Write a research paper in third person; do not refer to the reader or yourself.
  + That
    - Usually this word can be completely removed from sentences.
    - It is okay to use “that” in some cases.
    - Use “who” when referring to a person, not “that.”
* Correct usage of pronouns: she, he, him, her, they, their etc.
* With the exception of quotations, the paper should be written in past tense.
* No clichés
* If a number can be written with one or two words, spell it out. If not, write it.
  + Ex: twenty six, fourteen, one thousand, $31.45, 222.
* Do not write “*In conclusion”* to start your final paragraph.
* Make sure you did not use the word “things” or “a lot”
  + They are too vague for a senior/freshman in formal writing.
* Check the first word in each sentence; be sure you did not begin too many with the same words, such as: *so, but, and, then, next, after,* etc., or another single word.