**MLA format checklist**

1. **Font: Times New Roman 12 point**
2. **Page Number:** You must include your **last name and page number** for each page of your essay.
   * **Select “insert”** on the tool bar, **then click “page number”** and then **“top of page.”**
   * Place your cursor **in front of the page number** and **write your last name. Click right align.**
3. **Heading:**

**Your name** (first and last)

**Teacher’s name** (Mr. Millers)

**Class title** (GATE World History)

**Due date** (31 October 2014)

* + Make sure your heading is aligned to **the left side** of your paper.

1. **Title:** An original and interesting title must be **centered** on the line underneath your heading
   * Don’t include a boring title- make it interesting!
2. **Double Spacing: the entire paper must be double spaced** (includes title, heading, paragraphs, etc).
   * **Press “CTRL A”** to highlight your entire essay, or do it manually**.**
   * **Press “CTRL 2” and your paper will be double spaced**
3. **No contractions (i.e.: doesn’t MUST be does not)**
4. **Spell all numbers under 100 (i.e.: 5 MUST be five)**