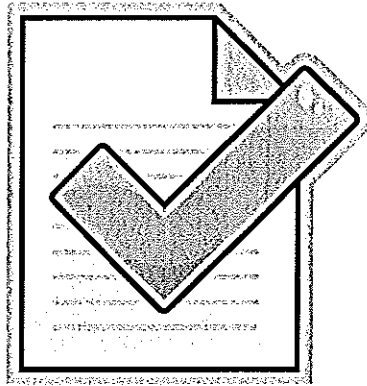


# MLA Documentation Checklist



For Works Cited page	For parenthetical in-text citations
✓ Always use MLA format	✓ Always use the author (or authors) of one is listed
✓ Always double space	✓ If there is no author, <b>always defer to the next item in the citation</b> (usually the title). Only use the first word of the title. The title in parentheticals must match its entry on the Works Cited page. (i.e.: if it's in quotes on WC page, it must be in quotes in parentheticals)
✓ Always alphabetize	✓ Always use a page number if one is listed
✓ Always begin at the left margin and use a hanging indent 2 <sup>nd</sup> + line(s)	✓ If no page number is available, leave that part blank.
✓ Center the title Works Cited	✓ The Works Cited page <b>MUST</b> match (by whatever you've alphabetized by) the parenthetical citations
✓ Place a period after each item	✓ Use italics and the words "emphasis mine" to emphasize important parts
✓ Abbreviate UP for "University Press" or U of _____ P	✓ Parenthetical citations <b>MUST</b> match the Works Cited page
✓ The Works Cited page <b>MUST</b> match (by whatever you've alphabetized by) the parenthetical citations	
✓ Never, ever, ever number entries	

When in doubt, **ALWAYS** consult your writing handbook and/or your professor!

# MLA Documentation: Italicizing v. Quotation Marks

## Italicize

- ✓ A book title---*Harry Potter and the Prisoner of Azkaban*
- ✓ A long poem published as a book---*Leaves of Grass*
- ✓ A play---*The Importance of Being Earnest*
- ✓ A pamphlet--- *U. S. Patent Office Handbook*
- ✓ A newspaper---*The Orlando Sentinel*
- ✓ A film--- *Pirates of the Caribbean*
- ✓ A television program---*The Simpsons*
- ✓ A compact, disc, audio-cassette, record album--- *Take Them On, On Your Own*
- ✓ A ballet ---*The Nutcracker*
- ✓ An opera---*Così fan Tutti*
- ✓ A painting---*Blue Poles*

## Place quotation marks around

- ✓ A newspaper, magazine or journal article
- ✓ An essay in a book---"Swift and Misogyny"
- ✓ A short story---"The Swimmer"
- ✓ A poem---"Diving Into the Wreck"
- ✓ A chapter in a book---"The Boy Who Lived"
- ✓ An episode of a television program---"Lisa Vs. Bart"
- ✓ A song title---"Paint it Black"
- ✓ A lecture---"Why MLA Matters"
- ✓ An article about a short story---"Boys Against Girls: Manliness, Manifest Destiny, and the Subconscious Struggle for Control in 'The Black Bess'"
- ✓ An article about a poem---"Death and Dying in 'Ode to a Nightingale'"
- ✓ An article with a quotation in its title---" 'Separate but Equal' in Harper Lee's *To Kill a Mockingbird*"
- ✓ A collection of short stories--- "*My Uncle Oswald*" and *Other Roald Dahl Classics*