

FORMATTING CHECKLISTS — COMPLETE TEMPLATE SET

1. Pre-Submission Formatting Checklist (Detailed Template)

✓ General Document Formatting

- **Font is correct and consistent**

Allowed academic fonts: Times New Roman 12 pt, Arial 11 pt, Calibri 11 pt, Georgia 11 pt.

No mixing fonts across paragraphs.

- **Margins set to 1 inch on all sides**

Check: *Layout* → *Margins* → *Normal (1")*.

- **Correct spacing applied**

Academic reviews: **Double-spaced**

Consumer reviews: **Single or 1.15 spacing**

No extra spaces before/after paragraphs.

- **Indentation is consistent**

First line of each paragraph indented **0.5 inches**.

Hanging indents used for citations (MLA/APA/Chicago).

✓ Required Header Information

- **Student information included (if academic)**

Name, instructor, course, date (MLA)

OR title page (APA)

- **Page numbers included**

Top right for MLA

Top right for APA

Centered bottom for some consumer formats

✓ Text & Style Consistency

- **Book title italicized consistently**

Example: *The Hunger Games*

Titles never underlined or bolded.

- **Quotation marks used correctly**

Short works (poems, articles): “Title”

Direct quotes also in quotation marks.

- **Section headers formatted uniformly**

Bold / left aligned / correct case.

✓ Citations & References

- **In-text citations follow MLA/APA/Chicago rules**

Check punctuation, page numbers, and author names.

- **Bibliography, Work Cited, or References page included**

Correct title, correct spacing, alphabetical order.

- **Source entries correctly formatted**

Book titles italicized, punctuation placed correctly.

✓ Final Review

- **No formatting errors remaining**

No misaligned spacing, extra returns, missing punctuation.

- **Document exported to PDF (if required)**

Check layout unchanged in PDF.

2. MLA Formatting Checklist (Detailed Template)

✓ Header & First Page

- **Header includes**

Student Name

Instructor Name

Course

Date (Day Month Year)

Example: 5 March 2025

- **Last name + page number appears in top-right header**

Format: *Smith 1*

12-pt font, same as rest of paper.

- **Title is centered, not bolded or underlined**

Example: *Book Review of The Outsiders*

- **Entire document is double-spaced**

No extra spacing between header and title.

✓ Paragraph Formatting

- **First-line indent of 0.5 inches**

Use the tab key—not spaces.

- **Left-aligned text (no justification)**

✓ In-Text Citations

- **Parenthetical citations follow (Author Page)**

Examples:

(Smith 22)

(Johnson and Lee 109)

- **Punctuation placed correctly**

Quote “ends here” (Brown 44).

- **Block quotes formatted**

Indented one inch, no quotation marks, double-spaced.

✓ **Works Cited Page**

- **Starts on a new page**

Centered title: **Works Cited**

- **Alphabetized by author last name**
- **Hanging indents used (0.5 inches)**
- **Formatting follows MLA 9 rules**

Example:

Smith, John. *River Roads*. HarperCollins, 2021.

3. APA Formatting Checklist (Detailed Template)

✓ **Title Page (Required in APA)**

- **Running head included**

Student papers: only page number

Professional papers: “Running head: SHORT TITLE”

- **Title page includes**

Paper title (bold)

Student name

Department + Institution

Course code & name

Instructor

Due date in Month Day, Year format

✓ Page Format

- **All pages numbered (top-right)**
- **Font: 12-pt Times New Roman, 11-pt Calibri, 11-pt Arial, or 11-pt Georgia**
- **1-inch margins**
- **Double-spaced throughout**

✓ Headings (if used)

- **APA level headings are correctly applied**

Level 1: Centered, Bold

Level 2: Left-Aligned, Bold

✓ In-Text Citations

- **Parenthetical citations include author, year, page**

(Smith, 2021, p. 22)

- **Narrative citations formatted correctly**

Smith (2021) stated that... (p. 17).

- **Quotation rules followed**

Less than 40 words = in-text

40+ words = block quote

✓ References Page

- **Starts on a new page**

- **Centered, bold title: References**
- **Alphabetical order**
- **Hanging indentation of 0.5 inches**
- **Correct APA structure**

Author, A. A. (Year). *Title in sentence case*. Publisher.