

Literary Theory & Criticism Essay Checklist

While writing your essays, make sure that they contain all the points below.

This list pertains to MLA formatting and compiled with the help of:

<http://owl.english.purdue.edu/owl/resource/747/1/>

<http://www.library.cornell.edu/esrdh/citmanage/mla>

MLA Style Manual and Guide to Scholarly Publishing Third Edition. New York: The Modern Language

Association of America, 2008.

Font:

- Times New Roman 12 point **or** Tahoma 11 point **or** any font which is easy to read (no cursive, decorative lettering), the same size throughout the paper, except for footnotes which should be one to two sizes smaller.
 - I prefer Tahoma 11 as it is the easiest to read.
- Do not make periods or any punctuation marks a larger font.
- No bolding, highlighting, or all capitals.

Spacing:

- Double spaced throughout paper.
- Leave only one space after periods and other punctuation marks.
- 1", **non-justified margins** on all sides.
- Beginning of each paragraph is indented 1/2 inch from the left margin (by pressing the tab key).
- Block quotes are indented 1" from left and right margins.
- All text (except for the title of the paper) is aligned to the left side of the page.

Proper header:

- In the title, capitalize the first letter of each word except for prepositions and articles, unless they are the first word within the title.
- Your title should fit on one line.
- Mark pages consistently in the upper right-hand corner of the page with your name and the page number. Note: some professors may want you to omit the number on the first page, so it is best to check this with each professor.

Example header and title:

student 1

Last name of each

Student name, ID #

Student name, ID #

Professor's name and title

Course number and name

Mla Style Manual And Guide

Xiaolong Qi



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