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.comell.edu/resrdh/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 V₂ inch from the left margin (by pressing the tab key).
- Block guotes 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:

Last name of each

student 1

Student name, ID #

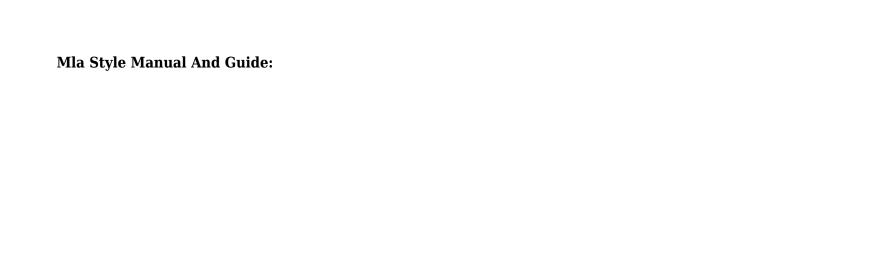
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Professor's name and title

Course number and name

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Xiaolong Qi



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