

MLA Works Cited Page Checklist

FIRST check each citation for appropriate information, punctuation, and capitalization. (For more information, look at the BHS-LLC's Citation Help webpage.) Then check the whole page.

NOTE: The instructions for editing bulleted below only work when you are using the desktop version of Word.

1. Are the words Works Cited centered at the top of a new page?
2. Are the citations in alphabetical order with no numbers or bullets?
3. Is the entire page in 12-point Times New Roman?
 - CTRL+A to select all, then adjust font from the Home tab
4. Is the entire page double spaced with no additional spaces between citations?
 - CTRL+A to select all, then CTRL+2 for double spacing
 - CTRL+A to select all, then change spacing to 0 pt under the Layout tab
5. Does each citation have a hanging indent?
 - CTRL+A to select all, then CTRL+T
6. Have all hyperlinks been removed?
 - A hyperlink is the blue, underlined text that, when clicked on, links to a site or document digitally. Keep the URL, but remove the link.
 - CTRL+A to select all, then CTRL+K and click "Remove Link"
7. Have you added spaces to long URLs so that they do not leave large gaps in the citations?

The BHS librarians are happy to help you create perfect citation pages. If you need any help, just ask!