

Checklist for Academic Papers

- ___ Paper size: 8.5 x 11 inches
- ___ Margins: 1 inch on all sides
- ___ Font size 12 for all body text (footnotes and headers can be 10 or 11)
- ___ In ordinary text, first line of each paragraph is indented
- ___ No extra space between paragraphs
- ___ Short quotes are marked with quote marks
- ___ Quotes longer than four lines are paragraphs with indentations
- ___ Citation is given for all quotes
- ___ All citations include page number, if from a print edition
- ___ Works Cited starts on new page
- ___ Works Cited is alphabetized by authors' last names
- ___ First line of each bibliographic entry is flush left; other lines are indented
- ___ Book and journal titles are italicized
- ___ For encyclopedia articles: authors and titles of articles are given
- ___ Dates are given for each source
- ___ For electronic sources, give the date of the print edition it is based on
- ___ URL is given for all internet sources
- ___ Student's last name is in the beginning of the document name