

MLA CITATION CHECKLIST

Before turning in your paper to your instructor, **especially** if you **copied and pasted** citations from an electronic database or other resource, take a few minutes to review your citation list for these common MLA style errors:

Formatting:

- ☐ Is your citation list titled **Works Cited**? Is **Works Cited** centered on the page?
- ☐ Is your list **in alphabetical order**?
- ☐ Is your list **double-spaced with no extra space between separate citations** (see Paragraph in the Home tab of Word)?
- ☐ Is your page **left-justified with hanging indent** (only the first line of any citation begins at the left margin)?
- ☐ Did you **italicize** book titles, journal titles, or database names?
- ☐ Did you **remove hyperlinks and underlines from website URLs**?

Content:

- ☐ Did you use the **Last name, First name, Middle Initial(s)(if any) of the author**?
- ☐ If there is a second author, did you write his/her name **First Name Last Name**?
- ☐ Did you **capitalize the first, last, and all principal words** of titles and subtitles?
- ☐ Did you **exclude source access dates** unless your instructor asked for them OR the item has no date of publication?
- ☐ **For corporate/organization/government authors**, did you **omit the publisher's name if it's essentially the same as the website title**?
- ☐ For electronic articles, did you include the **Permalink, Bookmark, Shared URL, or DOI** and **not** your database or search URL? Omit the **http://** portion of URLs but include if part of a DOI. **Only use the database URL (up to .com) if none of the above are available.**
- ☐ Did you **use EBSCOhost or OneSearch** as your database name? These are not databases. If you are unsure of which database you used, look up the journal name in the **E-Journal Finder (tab on the library homepage)** to locate the name of the database where it is available.

DOIs:

There are three acceptable forms of a doi. One is displayed as a web address beginning with <http://dx.doi.org/> followed by the doi; similarly, the second begins with [https://](https://doi.org/). The last begins with doi: -- see the examples below:

<http://dx.doi.org/10.2102/50.holistic.nursing.041>

<https://doi.org/10.1037/arc0000014>

doi: 10.2102/50.holistic.nursing.041

Note: Your instructor may prefer slight changes to these rules. Check with your instructor for any variations.