

# CHECKLIST

## for MLA Works Cited:



- \_\_\_ **1. Margins are set to 1 inch on all 4 sides.**
- \_\_\_ **2. Use** 12 Times New Roman (12 Times New Roman) **black font.**
- \_\_\_ **3. Works Cited should be centered at the top.**
- \_\_\_ **4. Alphabetize by the first word of each citation.**
- \_\_\_ **5. The 1st line of each citation begins at the margin.**
- \_\_\_ **6. Indent the 2<sup>nd</sup> line & subsequent lines of each citation entry by 5 spaces or 1/2 inch.**
- \_\_\_ **7. Citations are double spaced.**
- \_\_\_ **8. Citations are not numbered.**
- \_\_\_ **9. Variety of sources were used.**
- \_\_\_ **10. Capitalization and punctuation are correct.**

Book Last Name, First. *Title*. City of Publication: Publisher, Year Published. Medium.

Encyclopedia Last Name, First. "Article Title." *Encyclopedia Title*. Edition. Year Published. Medium.

Magazine Last Name, First. "Article." *Magazine* Day Month Year Published: Page(s). Medium.

Newspaper Last Name, First. "Article." *Newspaper* [City] Day Month Year, Edition, Section: Page(s). Medium.

Website Last Name, First. "Article Title." *Title of the Web Site*. Publisher or Sponsor, Date Published or Updated. Web. Access Date.

# Big6 Checklist

## Step 1 TASK DEFINITION

- I know what I'm interested in.
- I know what I need to find out.
- I have considered all my options.

My research task is:

## Step 2 INFORMATION-SEEKING STRATEGIES

*I will use:*

- nonfiction
- reference books
- online databases/articles
- magazines, journals, newspapers
- \_\_\_\_\_

## Step 3 LOCATION AND ACCESS

*I have consulted:*

- the catalog
- the reference section
- online databases
- my librarian for help when needed

## Step 4 USE OF INFORMATION

- I have a variety of useful resources.
- I have written down my citation information.
- I have paraphrased my sources.
- I have recorded my notes.

## Step 5 SYNTHESIS

- I have chosen the best format for my product.
- I have used my information.
- I have included my opinion.

## Step 6 EVALUATION

- My final product meets my goals.
- My research process was successful.
- I know what I will do differently next time.