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