

Essay Checklist

MLA Formatting

- ☐ My essay is in **Times New Roman, size 12**, and **double-spaced**.
- ☐ My **name, teacher's name, course, and date** appear in the upper-left corner of the first page.
- ☐ I have a **properly formatted header** with my last name and page number on each page.
- ☐ My **title** is centered (no bold, underline, or italics unless part of a title).

Introduction

- ☐ My introduction begins with a **hook** that grabs the reader's attention.
- ☐ I have included **background information** to set up the essay topic.
- ☐ My **thesis statement** clearly presents my argument or main idea.

Body Paragraphs (PEEL Format)

- ☐ Each body paragraph begins with a **clear point** related to my thesis.
- ☐ I have used **evidence** (quotes, examples, or references) to support my ideas.
- ☐ I have **explained** how the evidence supports my point.
- ☐ I have **linked** each paragraph back to the thesis and ensured transitions are smooth.

Conclusion

- ☐ My conclusion **restates the thesis** in a new way.
- ☐ I have summarized my main ideas **without repeating** the exact words from my body paragraphs.
- ☐ I ended with a **final thought** that leaves a strong impression or broader connection.

MLA In-Text Citations & Works Cited

- ☐ Every quote or paraphrased idea has a **correct in-text citation** (Author page#).
- ☐ My **Works Cited page** is formatted correctly in **MLA style**.
- ☐ The Works Cited page is **alphabetical** and follows MLA punctuation and spacing rules.