



# *MLA Style Annotated Bibliography Formatting and Citation Checklist*

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Librarian Initials: \_\_\_\_\_

- Document consistently uses a 12-point serif font (e.g., Times New Roman).
- Document is double-spaced throughout with no extra carriage returns between elements.
- Document's page margins are set to one inch on all sides.
- Student's last name and page number(s) appear in the upper right-hand corner of each page.
- Student's name, professor name, course number, and date appear in the top left-hand side of the first page.
- Document includes a descriptive title centered above the first bibliographic entry.
- Bibliographic entries are listed alphabetically by author and/or resource title.
- Bibliographic entries are properly indented with the first line of each entry flush with the page margin and each additional line indented.
- Bibliographic entries include complete bibliographic information according to MLA Style (see library handouts for examples).
- Bibliographic entries are properly organized and formatted according to MLA Style (see library handouts for examples).
- Annotations are properly double-spaced and indented with no additional carriage returns between entries according to MLA Style (see library handouts for examples).

Comments: