**Student Name**

last name page #

double space the entire essay

use size 12 font

1 inch

margin

**Teacher Name**

Title is centered, not bolded, underlined, or italicized

**Course**

**day month year**

In brackets, after the quotation, include the author’s name & page # or act, scene, & lines of the text. The end punctuation is placed after the bracket. (If the quote itself is a question, place the question mark inside the quotation marks.)

Indent 5

spaces /

1 tab

**Essay Title**

**Imagine this is your enlightening and thought-provoking essay, formatted to**

**adhere to the prescribed MLA style. There are guidelines you must follow in order**

**to format your essay properly. Your final product will look much like this page.**

**To include quotations, follow these examples. For short quotations (usually three**

**lines or fewer of original text), you simply incorporate the quotation into your**

**sentence in the body of your regular paragraph; therefore, “it will look**

**something like this / followed by a parenthetical citation” (Coelho 56).**

**Avoid ending your paragraph with a quotation; the last word should be yours.**

**Please note that paragraphs are indented, and there is no extra space**

**between them. For longer quotations (which should be used sparingly), the text**

Use a colon to introduce a long quotation.

**must be set apart from the rest of the paragraph:**

**This means that you double indent your text and continue to double**

indent

10

spaces

**space. This takes the place of the quotation marks. Follow your quotation with a parenthetical reference again. (Baxter)**

End punctuation is placed

before the brackets.

**As stated previously, the last word should be yours.**

If the author is unknown, use a shortened title of the work (use quotation marks for short works and italics for long works)

Be sure to return to your

left margin.

Works Cited

Baxter, Gordon. “The Enlightenment of Santiago”. *Philosophy Chronicles*.

[www.philosophy.chronicles/Coelho/edu](http://www.philosophy.chronicles/Coelho/edu). Accessed 3 December 2019.

Coelho, Paulo. *The Alchemist.*

“The Study of Philosophy.” *Study Notes, Vol. 11.* University of California.

[www.studynotes/philosophy/edu](http://www.studynotes/philosophy/edu). Accessed 4 May 2019.

**Literary Essay Checklist – Grade 12 (draft due date: Monday, January 13th)**

**Format**

* I have used the MLA guidelines for the first page set-up (student name, teacher name, class, date).
* I have included my last name and page number in the far right-hand corner of each page.
* I have double-spaced my good copy.
* I have included a centred pre/post colon title below the page set-up.
* I have correctly capitalized the pre/post colon title.
* I have used size 12 font, Times New Roman font.
* My essay is 1400 words (minimum) in length.

**Introductory Paragraph**

* I begin my essay with a rhetorical question, anecdote, or other broad statement.
* I introduce the works I will compare.
* I have italicized the titles of my work and my other comparative text.
* I highlight my main arguments using a colon.
* I include my thesis statement in the last sentence of the paragraph.

**Body Paragraphs**

* I begin each body paragraph with a topic sentence.
* My topic sentence is an argument, not a summary.
* I have used either a : or a , to introduce each quotation (when necessary).

*Ex: Upon hearing this, “Macbeth has a mental image of himself killing Duncan” (Roy 26).*

* I have included the author’s last name and page number after each quotation (when necessary).
* I consistently revisit my thesis in my body paragraphs to prove my argument.
* I include a punch sentence at the end of each body paragraph (why is this point important to my paper).

**Concluding Paragraph**

* I restate my thesis in the first sentence.
* I reiterate my points.
* I identify the “So What” in my essay.

**Sentence Structure**

* I have edited my sentences for comma splices (“I went to the store, I purchased a carton of eggs” is written incorrectly).
* I have no more than one block quotation (more than four lines of quoted material).
* I use transitions to clear identify a shift in ideas.

**Voice**

* I avoid using “you” and “I”.
* I use literary present tense (replace Shakespeare “demonstrat**ed”** for Shakespeare “demonstrat**es”**).

**Ideas**

* I have followed the 90 / 10 rule (the essay is 90% my own words and ideas and 10% someone else’s words and ideas).

**Last Page**

* I have included a works cited page at the end of my essay that is in alphabetic order and properly formatted.
* I have included a minimum of three sources.

**Other Considerations**

* I eliminate the apostrophe when identifying a decade (1930s)
* I avoid contractions (replace “can’t” with “cannot”)