

MLA EVALUATION FORM	YOUR EVALUATION Yes or No	PROOFREADER'S EVALUATION Yes or No
<b>REPORT FORMAT:</b>		
Did you use 1 inch margins?		
Do you have the page number and Name at the top right? is it in bookman 12?		
Do you have your name?		
The teacher name?		
The class?		
Date in correct format? day month year		
title in the center? NOT in all caps?		
Paragraphs indented and Body DS?		
Are the page breaks OK?		
Are your references in correct format within your report?		
Is your documentation before your punctuation marks?		
Is there one space after a colon?		
Are the quotes indented 1 inch?		
Are enumerated items type like paragraphs?		
<b>WORKS CITED PAGE:</b>		
Title "Works Cited" <b>not</b> in all caps?		
Do the page numbers continue?		
Everything DS?		
Inverted paragraph style?		
Check punctuation style to match MLA?		
Do not underline punctuation marks?		
1 inch top margin?		
Names:		