CRITICAL PAPER FORMATTING CHECKLIST

Rev. 9/2026

*Prior to submission to the format review, students should use this checklist in tandem with the **Critical Paper Guidelines** to prepare their documents.*

To be completed by format reviewer:

Reviewed Date:

Approved _____ Needs Revisions _____ Appt. Required* _____

Revisions needed in section numbers:

***Please note:**

In order to ensure Antioch students receive adequate support for formatting in time to meet program deadlines, it is *required* that students make an appointment with AU's Writing Support Department *if a submitted document is returned more than two times from the format reviewer with further changes needed.*

0. SOFTWARE REQUIREMENTS *(Critical Paper Guidelines page 5)*

Needs Review	
	Critical paper has been submitted as a **Microsoft Word** document.

1. DOCUMENT OVERVIEW *(Critical Paper Guidelines page 5)*

Needs Review	
	Title page included
	Body Text included
	Works Cited page included
	Length: minimum 15 pages of body text
	Font: 12 pt. Times New Roman
	Page Margin: 1.5" margin on the left for all pages

	Page Margin: 1” margin on the right for all pages
	Page Margin: 1” margin on the bottom for all pages
	Page Margin: 1” margin on the top for all pages ***except*** title page (see section 4 below)
	Body text begins at the top of each page below the margin.
	Header/Footer margins: .75” (¾ inch)
	Document has been proofread for errors and consistency in spelling, grammar, and punctuation.
	Other:
Reviewer Comments (if needed):	

2. MLA GUIDELINES *(Critical Paper Guidelines page 5-6)*

Needs Review	
	Internal headings and subheadings are consistently formatted and follow MLA guidelines.
	Titles are formatted correctly depending on genre in either italics or quotation marks according to MLA specifications.
	Parenthetical citations appear ***before*** the period at the end of short quotations/paraphrase” ().
	Parenthetical citations appear ***after*** the period at the end of long quotations/paraphrase. ()
	Signal phrases are used correctly to introduce a quote/paraphrase, e.g. According to Harjo:
	Punctuation is used correctly after a signal phrase before a quote/paraphrase, e.g. Harjo said, “
	Punctuation is placed correctly ***inside quotation marks*** when there is no parenthetical citation,” or.”

	Punctuation is placed correctly ***outside the quotation marks and after the parenthesis*** when a sentence ends with a parenthetical citation ().
	When a quote within a quote appears, the ***single quotation mark*** (‘’) is used correctly ***inside*** the double quotation mark (“ ”)
	Citations include all the required information, such as author and page number, as applicable to the source and per MLA guidelines, e.g. (Harjo 10).
Reviewer Comments (if needed):	

3. PAGE NUMBERS/PAGINATION *(Critical Paper Guidelines page 6)*

Needs Review	
	No page numbers appear on title page.
	Page numbers assigned to all pages of body text.
	For all pages of body text, the Arabic numeral appears sequentially on top of the page in the **upper right corner, beginning with the number 1.**
	Page numbers assigned to Works Cited pages.
	For Works Cited, the Arabic numeral appears sequentially (p. 16+) on the top of the page in the **upper right corner.**
Reviewer Comments (if needed):	

4. TITLE PAGE *(Critical Paper Guidelines page 6)*

Needs Review	
	Center the title and all other elements of the title page.
	Text begins three inches (3”) from the top edge of the page (NOT the top margin).
	Title is in ALL CAPS.

	Title is single-spaced.
	Two single-line spaces after the title, centered, appears the author's name: by A. Great Writer.
	Two single-line spaces below appears the following text, centered, single-spaced, with line breaks as shown in the example: Submitted in partial fulfillment of the requirements for the degree of Master of Fine Arts in Creative Writing Antioch University Los Angeles
	Two single-line spaces below, appear the term and year ONLY (e.g. Winter/Spring 2023).
Reviewer Comments (if needed):	

5. SPACING *(Critical Paper Guidelines pages 7)*

Needs Review	N/A	
		All prose is double-spaced throughout the body of the paper.
		Prose: Per MLA specifications, long quotations (more than four lines) should be double-spaced and typed in an indented block with **no** quotation marks.
		Poetry: Per MLA specifications, long quotations (more than three lines of poetry) should be double-spaced and typed in an indented block with **no** quotation marks.
		Drama: Per MLA specifications, when longer than a few lines, dialogue should be placed in block quotes, double-spaced, and typed in an indented block with **no** quotation marks. Begin each part of the dialogue with the appropriate character's name in all capital letters and follow with a period.
		NO additional line spacing between paragraphs
		NO additional line spacing ***before*** long quote blocks per MLA
		NO additional line spacing ***after*** long quote blocks per MLA

Reviewer Comments (if needed):

6. WORKS CITED *(Critical Paper Guidelines page 8)*

Needs Review	
	Works cited should be referenced according to MLA style. Refer to the most current *MLA Handbook* for formatting guidelines and examples to determine the appropriate format based on the type of work being referenced (e.g. book, anthology, short story in a journal).
	Entries must be listed in alphabetical order of first element (e.g. author surname, title of work, etc.) as per MLA style.
	For multiple works by the same author, order them according to alphabetization of title, according to MLA handbook. Give the author's name in the first entry only. Thereafter, in place of the name, type three hyphens (---) or three em dashes (———). They stand for exactly the same name as in the preceding entry.
	Citations must use a .5" hanging indent from the left margin for second and subsequent lines.
	Unlike MLA: Works Cited are single-spaced ***within*** bibliographic entries; and
	Unlike MLA: Works Cited should include ***one single line space between each of the citations*** to create white space denoting separation.
Reviewer Comments (if needed):	

III. SUBMISSION *(Critical Paper Guidelines page 8)*

Yes	No	
		Critical paper has received format review approval. Reviewers will file an electronic copy with the Program Office.