Case Study in MLA Format
Checklist
Refer to Case Study Sample Paper (MLA Formatting) for a fully formatted example.

Document Formatting

- Use 1” margins all around.
- Your last name and page number go in the header.
- The paper should be double-spaced.
- The font should be Times New Roman.
- Use a 12-point font size.
- Flush against the left margin, the following information should appear on the first 4 lines of your paper:
  - Your first and last name
  - Your instructor’s name
  - The course’s subject code, number, and section
  - The date, in MLA format (ex: 5 October 2018)
- Include the title of the case study as your title, centered and on its own line.

Harry Potter

Professor Sybill Trelawney

DIV 101-004

31 July 1980

Piracy and Divination Materials

3-16

The international business community can protect their intellectual property rights by hiring wizards to oversee business transactions and utilizing dementors to penalize companies.
Body of Paper

☐ Include the question number you are answering on the next line. Left-align the question number and set the text to bold.

☐ Make sure to restate the question as you begin your response in paragraph form.

☐ Do not forget your In-text citations!
   In parenthesis, list the authors’ last names and the page number your quote/paraphrase comes from. If you use the author’s name in the signal phrase, you may omit it from the parenthetical citation.
   Examples:
   Divination materials are “accessible throughout all nations” (Boyle and Whit 34).
   According to Grayson, piracy is a “significant” issue. (144).

Works Cited Page

☐ The Works Cited page starts at the top of a new page.

☐ The header from the body of the paper should continue to appear.

☐ Title the page “Works Cited” if you have multiple entries or “Work Cited” if there is only one entry.

☐ All citations in your paper must have a corresponding entry on the “Works Cited” page.
   All works that appear on the “Works Cited” page must have been cited in your paper.

☐ All entries are formatted with a hanging indent.

☐ Entries should be alphabetized.

---

Potter 2

Works Cited

Lastname, Firstname. Title of the Book. Publisher, Year.

Lastname, Firstname, and Firstname Lastname. Title of the Book: The Subtitle (If There is One)
   Goes after a Colon. #th ed., Publisher, Year, pp. ##-##.