**Know Your Rights**

**MLA Handbook- 7th Edition Breakdown**

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| **Chapter Title** | **What You Need to Know** |
| **1. Research and Writing** | * General information about crafting a research paper including selecting a topic, conducting research, evaluating/organizing; and outlining and drafting a paper. |
| **2. Plagiarism and Academic Integrity** | * Definition of plagiarism, forms of academic integrity, and avoiding plagiarism. |
| **3. The Mechanics of Writing** | * **Rules related to spelling, punctuation, spacing, italics, numbers and titles.** |
| **4. The Format of the Research Paper** | * **Formatting guidelines for your paper/article including margins, text formatting, titles/headings, page numbers, and tables.** |
| **5. Documentation: Preparing the List of Works Cited** | * **Formatting the works cited list.** * **Formatting citations: print periodicals (5.4); books and anthologies (5.5); web publications (5.6); film, sound, video, etc. (5.7).** |
| **6. Documentation** | * **Formatting in-text citations: citing entire work (6.4.1); citing part of a work (6.4.2); multivolume work (6.4.3); works cited by title (i.e. no author) (6.4.4); corporate author (6.4.5); common literature (6.4.8).** |
| **7. Abbreviations** | * Rules for abbreviations for time, geographic names, scholarly abbreviations, and titles of scripture/literary works. |
| **8. Appendix A & B: Guides to Writing & Specialized Style Manual** | * Bibliography of writing guides, specialized manuals, and additional resources. |