

MLA Handbook

Essay Style Guide for students at

Winnipeg Adult Education Centre

based on the MLA Handbook for Writers of

Research Papers: Seventh Edition

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WHAT IS MLA?

MLA, or the Modern Language Association, has developed a set of rules and guidelines for writing research papers or reports. ***MLA Handbook for Writers, 7th ed.*** **describes how to format using the MLA system.** Students in the Winnipeg School Division are expected to cite their sources of information in all reports and essays using the MLA format. True MLA format demands that only sources actually referenced in the body of the report or essay be included in the Works Cited list at the end of your paper (“MLA Handbook for Writers of Research Papers” 126).

Some teachers may require a different citation standard. If your teacher asks you to include all sources that you consulted whether you cite them in your paper or not, add the references to your final listing and change the title of your list to “Works Consulted”.

WHY CITE SOURCES?

To be an honest researcher, you must give credit to the authors whose ideas you used in your research. Even when you paraphrase or summarize someone else’s ideas, you must list the sources where you got the ideas. If you do not cite your sources, you are guilty of **plagiarism**.

WHAT IS A WORKS CITED PAGE?

The Works Cited page is an **alphabetical** listing of the sources you consulted and cited, or summarized in your essay. It is the last page of a research paper. Items on this list match up to citations in the body of your paper.

WHAT IS ACADEMIC HONESTY AND WHAT IS PLAGIARISM?

The staff at W.A.E.C. believe it is our job to teach students how to be honest researchers and users of information. ***Plagiarism*** is one way students can cheat on their assignments and be dishonest. Plagiarism

means copying ideas, sentences, paragraphs and pictures you find on the Internet, in books or magazines, and submitting them as your own work.
(Winnipeg Adult Education Centre)

TO AVOID PLAGIARISM:

When you **copy** *the exact words* of someone else, you must give the author credit, by correctly citing or documenting the sources you use. Use quotation marks (“...”) around the *exact words you copy* from reference sources. Refer to page ___ for detailed instructions. Even when you **summarize or paraphrase** information in your own words, you must give credit to the author for their ideas. **Always give credit to the person who originally had the ideas you are using.**

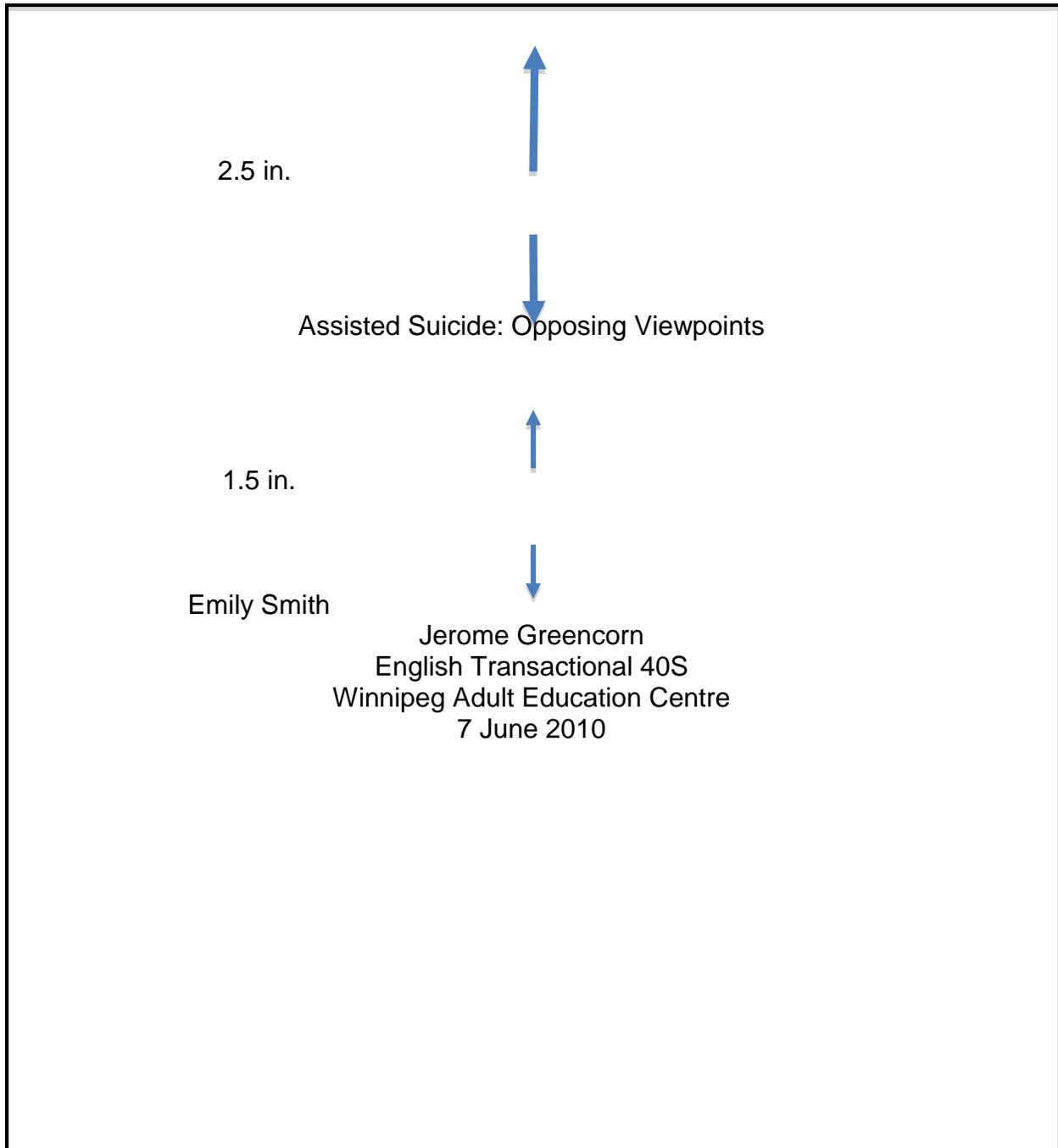
For more information on how to cite your sources, visit the fabulous online and interactive tutorial at <http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism>
(Vaughan Memorial Library).

HOW DO I FORMAT ESSAYS AND REPORTS?

- Type your paper on a computer and print it out on 8 ½ x 11 inch paper.
- Use a standard, easily read font such as Times New Roman, Calibri or Arial **size 12.**
- Double-space everything in your paper.
- Set the **margins** of your document to **1 inch on all sides.**
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Indent each new paragraph .5 inches or one tab. (Simms & Zarfes, 2006)

DO I INCLUDE A TITLE PAGE?

MLA style does **NOT** require a separate title page. Only include one if your teacher requests it. Use the sample below (student name comes before teacher name).



HOW DO I CITE MY SOURCES IN THE BODY OF MY REPORT?

Cite the source of information when:

- **quotations** are taken directly from the sources you use.
- **you include ideas you have paraphrased** from someone else.
- **you include ideas summarized** from one of your sources.

At the end of your report, you will include the Works Cited list with all your sources in **alphabetical**. Citations can be placed within the body of your report in parenthesis at the end of a quotation or at the end of a sentence, to show your reader where you found each piece of information.

Give the **author's last name** and the **page number** in parentheses (Author 23). If there is no author, then use the first word of the **title** with the page number ("Title" 12). If the information comes from a website, leave out the page number. If you cite the same author within the same paragraph, the author only needs to be recorded the first time, and the page number subsequently (26).

You can also include the author or title of the source within your sentence instead of adding it in parenthesis. e.g. According to the Webster Miriam Dictionary 2006, source can mean "where you get something from".

QUOTATIONS

Quotations should not be used very often.

Short quotations (less than 4 typed lines) should be written into the text of the paper and enclosed in quotation marks.

Longer quotations (more than four lines) should be inset **one inch** from the **left margin only** and double-spaced. They are introduced by a complete sentence ending with a colon. **Quotation marks are not used**, but the **author's name** (if not mentioned directly in the body of the paper) and the **page number** are placed **after** the final period.

Example:

Marriages in the thirteenth century were usually arranged, but the Church did deplore materialism.

Its preachers heap scorn on marriages based exclusively on financial considerations. 'One might as well publish the banns of Lord Such-and-Such with the purse of Madame So-and-So, and on the day of the wedding lead to the church not the fiancée but her money and her cows,' says the sharp-tongued Paris preacher Jacques de Vitry. By church law, a bride must be at least twelve, a bridegroom fourteen. (Geis and Gies 68)

SUMMARIZING AND PARAPHRASING

When you **summarize or paraphrase** information and ideas expressed by someone else, you **must** cite your source. No quotation marks are needed.

Example:

It is estimated that the Black Death decimated the population of Paris by one-half, from 100,000 to 50,000 (Tuchman 95).

HOW DO I KEEP TRACK OF MY SOURCES OF INFORMATION?

As you are reading and researching your topic, keep track of your sources of information. You can use:

- the recording form provided below
- record the information in your word processor
- or use one of the many electronic tools now available to help keep track of your sources.

N.B. *It's no longer necessary to record the URL of websites unless it is essential to help the reader find the source. ONLY record the 1st part of the URL*

(to the first / - e.g. <<http://www.school.discovery.com/>>)

The following information and examples deal with the most common works cited, and are taken from The Owl Purdue Online Writing Lab. Please visit here for information on resources not covered below: <http://owl.english.purdue.edu/owl/resource/747/05/>

Book with One Author – Basic Format:

Lastname, Firstname. *Title of Book*. Place of Publication:
 Publisher, Year of Publication. Medium of Publication.
 Gleick, James. *Chaos: Making a New Science*. New York:
 Penguin, 1987. Print.

Book with More Than One Author

The first given name appears in last name, first name format;
 subsequent author names appear in first name last name format.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide
 to Peer Tutoring*. Boston: Allyn, 2000. Print.

If there are more than three authors, you may choose to list only the
 first author followed by the phrase et al. (Latin for "and others") in place
 of the subsequent authors' names, or you may list all the authors in the
 order in which their names appear on the title page. (Note that there is
 a period after "al" in "et al." Also note that there is never a period after
 the "et" in "et al.").

Wysocki, Anne Frances, et al. *Writing New Media: Theory and
 Applications for Expanding the Teaching of Composition*.
 Logan, UT: Utah State UP, 2004. Print.

or

Wysocki, Anne Frances, Johndan Johnson-Eilola, Cynthia L.
 Selfe, and Geoffrey Sirc. *Writing New Media: Theory and
 Applications for Expanding the Teaching of Composition*.
 Logan, UT: Utah State UP, 2004. Print.

Two or More Books by the Same Author

List works alphabetically by title. (Remember to ignore articles like A, An, and The.) Provide the author's name in last name, first name format for the first entry only. For each subsequent entry by the same author, use three hyphens and a period.

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997. Print.

---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993. Print.

Book by a Corporate Author or Organization

A corporate author may include a commission, a committee, or a group that does not identify individual members on the title page. List the names of corporate authors in the place where an author's name typically appears at the beginning of the entry.

American Allergy Association. *Allergies in Children*. New York: Random, 1998. Print.

Book with No Author

List by title of the book. Incorporate these entries alphabetically just as you would with works that include an author name. For example, the following entry might appear between entries of works written by Dean, Shaun and Forsythe, Jonathan.

Encyclopedia of Indiana. New York: Somerset, 1993. Print.

Article in a Magazine or Newspaper

Cite by listing the article's author, putting the title of the article in quotations marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

Author(s). "Title of Article." *Title of Magazine or Newspaper* Day Month Year: pages. Medium of publication.
 Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

Basic Style for Citations of Electronic Sources (Including Online Databases)

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)

- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher info., including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material.
- URL (if required, or for your own personal reference).

Citing an Entire Web Site

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites.

Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 24 Feb. 2009.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*. Web. 22 May 2006.

If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

brandychloe. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009.

An Article in a Web Magazine

Provide the author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, and the date of access. Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

An Article from an Online Database (or Other Electronic Subscription Service)

Cite articles from online databases (e.g. Ebscohost, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

Note: Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44. *Ebscohost*. Web. 5 Mar. 2009.

E-mail (including E-mail Interviews)

Give the author of the message, followed by the subject line in quotation marks. State to whom the message was sent, the date the message was sent, and the medium of publication.

Neyhart, David. "Re: Online Tutoring." Message to Joe Barbato. 1 Dec. 2000. E-mail.

Personal Interviews

Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal interview and the date of the interview.

Purdue, Pete. Personal interview. 1 Dec. 2000.

Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)

Provide the speaker's name. Then, give the title of the speech (if any) in quotation marks. Follow with the name of the meeting and organization, the location of the occasion, and the date. Use the descriptor that appropriately expresses the type of presentation (e.g. Address, Lecture, Reading, Keynote speech, Guest Lecture). Remember to use the abbreviation *n.p.* if the publisher is not known; use *n.d.* if the date is not known.

Stein, Bob. *Computers and Writing Conference*. Purdue University. Union Club Hotel, West Lafayette, IN. 23 May 2003. Keynote address.

Recorded Films or Movies

List films by their title. Include the name of the director, the distributor, and the release year. If relevant, list performer names after the director's name. Use the abbreviation *perf.* to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

Digital Files (PDFs, MP3s, JPEGs)

Determine the type of work to cite (e.g. article, image, sound recording) and cite appropriately. End the entry with the name of the digital format (e.g. PDF, JPEG file, MP3). If the work does not follow traditional parameters for citation, give the author's name, the name of the work, the date of creation, and the medium of publication. Use *Digital file* when the medium cannot be determined.

Bentley, Phyllis. "Yorkshire and the Novelist." *The Kenyon Review* 30.4 (1968): 509-22. JSTOR. PDF file.

Sample Recording Forms:

Book with One Author – Basic Format:

Lastname, Firstname.	<i>Title of Book.</i>	Place of Publication:	Publisher,	Year of Publication.	Medium.
					Print.
					Print.

Book with Two or Three Authors

Lastname, Firstname, and Firstname Lastname.	<i>Title of Book.</i>	Place of Publication:	Publisher,	Year of Publication.	Medium.
					Print.
					Print.

If there are more than three authors, you may choose to list only the first author followed by the phrase et al.

Book by a Corporate Author or Organization

Corporate Author or Organization	<i>Title of Book.</i>	Place of Publication:	Publisher,	Year of Publication.	Medium.
					Print.
					Print.

Article in a Magazine, Encyclopedia or Newspaper

Author(s)	"Title of Article."	<i>Magazine, Encyclopedia or Newspaper Title</i>	Day Month Year:	pages.	Medium.
					Print.
					Print.

Web Site or Web Page

Editor, author, or compiler name (if avail).	"Title of Article."	Name of Site.	Name of institution/org anization affiliated with the site (sponsor or publisher),	date of publishing (if avail). (Day Month Year)	Medium of Publica-tion.	Date of access. (Day Month Year)
					Web.	
					Web.	

Remember to use *n.d.* if no publishing date is given and *n.p.* if no publisher name is available.

An Image (Including a Painting, Sculpture, or Photograph)

Artist's name or username.	"Title of Work."	Medium (e.g. Photo-graph)	Date of Creation	Name of institution and city where work is housed (if avail.), OR Name of Website.	date of publishing (if avail). (Day Month Year)	Medium of Publica-tion.	Date of access. (Day Month Year)
						Web.	
						Web.	

An Article in a Web Magazine

Author Lastname, Firstname.	"Title of Article."	Title of Web Magazine.	Publisher name	date of publishing (if avail). (Day Month Year)	Medium of Publica-tion.	Date of access. (Day Month Year)
					Web.	
					Web.	

Personal Interview

Name of Interviewee Lastname, Firstname.	Personal Interview.	Date of access. (Day Month Year)
	Personal Interview.	

<p>Author(s) of Book, Encyclopedia, Magazine Article or Web Site</p> <p>(Last name, First name)</p>	<p><i>Title of Book</i> Or "Title of Article" AND <i>Title of Encyclopedia or Magazine</i> Or <i>Name of Web site</i></p>	<p>Date of Article or Book or Date of Webpage (if unknown write n.d.)</p>	<p>Volume, Issue or Version Number</p>
Garzke, William H.	"Titanic", <i>World Book Online Reference Center</i>	2007	
	"RMS Titanic", <i>Titanic-Nautical Society and Resource Centre</i>	n.d.	
Tanaka, Shelley, and Neil Smith.	<i>On Board the Titanic</i>	1996	

Word 2013 Reference Tools

Word 2013 is available on all student workstations at W.A.E.C. Here's how to get started. In Word 2013, click the References Tab on the Ribbon. Click the drop down box next to Style in the Citations & Bibliography group and choose the **MLA** style (if it is not already selected).

Adding Sources

To Insert a Citation, click the **Insert Citation** button in the Citations & Bibliography group. If this is a new source, Click **Add New Source** but if you have already created this source, it will be near the top of the drop down list and you can click on it.

In the **Create Source** box, select the type of source you will be citing from the drop down box. Fill in as much information as is available and leaving the fields where there is no information empty. For example, in some cases there is no author or corporate author listed on web sites so you would leave those fields blank. If no date is recorded on a webpage, write n.d. in the year field.

To add the author where there is more than one author, click the **Edit** button to the right of the **Author** field and enter the names individually lastname, firstname. Click the **Add** button after each name is added. Click **OK** when you're done. The reference tool will automatically format using the correct punctuation.

Type of Source

Each time you **Add a New Source** pay particular attention to the **Type of Source**:

For instance, to cite a magazine or newspaper article, choose the **Article in**

a **Periodical** option from the drop-down list. To cite a hard cover encyclopedia, choose **Miscellaneous**. To cite an online encyclopedia choose **Document from Website**.

Managing Sources

If you read or consult relevant information while you are researching your report but do not refer to it in your report, you may still be expected to add it as a source in your Sources list. Word 2013 makes this easy. In the **Citations & Bibliography** Group, Click **Manage Sources**. Click the **New** Button and enter the information of all your other sources of information.

Adding Placeholders

It saves a lot of time to record sources of information while researching the report topic. There are free handouts for recording only the necessary information for each information source in the library. If you haven't got the information you need to reference a source while preparing a report, Word 2013 has a feature that allows you to **Add a New Placeholder**. Click **Insert Citation / Add New Placeholder**. This allows you to **Edit** your placeholder in the **Sources Manager** later, or add the source manually at the end.

Preparing the Works Cited List

At the bottom of the report click **Insert** on the Ribbon and click **Page Break**. This places the cursor at the top of a blank page.

Click **References** on the ribbon and in the **Citations & Bibliography** group click **Works Cited**. This places all the sources in your **Current List** into an

alphabetized list. Press enter to add an extra space between the title (Works Cited) and the top line of the list.

Conclusion

The Word 2013 References and Citations tools provide students with an easy way to keep track of sources and create a draft works cited list to ensure academic honesty while preparing reports and essays. The works cited list requires extensive re-formatting to bring it up to the current MLA standards.

Other Methods of Managing your Citations and Works Cited List:

Be sure to register to gain the full benefit of these two excellent resources:

- <http://www.bibme.org> (Bibme: The Fast & Easy Bibliography Maker)
- <http://citationmachine.net> (Warlick)

SAMPLE REPORT with CITATIONS AND WORKS CITED LIST

The following sample report is a shortened excerpt from the MLA Handbook for Writers of Research Papers, Seventh Edition. Please notice:

- the simple formatting
- the header on each page
- how the citations within the essay match with the alphabetical listing of sources in the Works Cited list
- how to format citations within the essay and the final Works Cited list.

Freeman 1

Brandon Freeman

Professor Lee

English 101

25 February 2009

Problems with Assisted Reproductive Technology

It is not unusual for people to think of a family in its basic form as a mother and a father and the child or children they conceive together. But a genetic connection between parents and children is not necessary for a family to exist. New families are often created by remarriage after a divorce or the death of a spouse, so that only one parent is genetically related to the child or children. Also, the practice of adoption is longstanding and creates families where neither parent is genetically related to the child or children. There are many single-parent families in the United States, and some of these may be families where the parents live together but are not married (Coontz 147).

Couples that consist of two men or two women are also increasingly common, and more of these couples now also have or want children (Buchanan). Although there is no universal definition of the family, in recent years scholars have established that the “normative” definition in most societies is “at least one parent and one child.” This definition goes on to say that a child does not have to be genetically related to the parent, and “children conceived through artificial insemination or a surrogate mother” count (Munro and Munro 553).

Artificial reproductive technology is used to produce families, but it can also turn the biological father into a genetic instrument who is not required or expected to help raise the child.

Hymowitz writes:

More ordinary “choice mothers,” as many single women using AI [artificial insemination] now call themselves, are usually not openly hostile to fathers, but they boast a language of female empowerment that implicitly trivializes men’s roles in children’s lives. The term “choice mothers” frames AI as a matter of women’s reproductive rights. Only the woman’s decision-making—or intention—carries moral weight.

This reduction of a biological parent into a mere instrument occurs with surrogate mothers as well. A series of dramatic lawsuits starting in the 1980s demonstrated the dangers of treating a woman as primarily a womb. In the case of “Baby M” in 1988, Mary Beth Whitehead was artificially inseminated with the sperm of William Stern. A contract between Whitehead and Stern said that the child must be given up to Stern and his wife at birth. Though the court involved ended up giving Stern parental rights, it found that the contract was against “public policy” (“Developments” 2069-71). Beyond the legal complexities, however, what the case dramatizes is that a surrogate mother can bond with the child in her womb to such a degree that she may not want to give him or her up. This bonding may occur even when the baby is the result of assisted reproductive technology where the surrogate mother’s egg is not the one used. A judge may have to decide whether the birth mother or the genetic mother whose egg was fertilized in vitro and implanted in the birth mother is the legal mother of a child produced by assisted reproductive technology (2071-72).

Freeman 3

Assisted reproductive technology has many unintended consequences. Despite the fact that the ability to produce children that are genetically related to at least one parent might seem to make the technology a source of family stability, it sometimes can create dissension, emotional pain, and legal quandaries. Liza Mundy points out that the technology has produced family arrangements where genetic connection is “often both affirmed and denied, . . . simultaneously embraced and rejected” (99).

Indeed, the great lengths people will go to in order to establish a genetic connection between themselves and their children—bypassing the possibilities provided by adoption—show that genetic connection between parents and children remains an ideal for many people, even if it is not necessary for a family to be “normative.” If a genetic connection between parent and child, then, remains the ideal that drives the use of assisted reproductive technology, it is proving to be a questionable ideal. When pursued at all costs by means of this technology, the biological bond between parents and children can become a negative force, producing detrimental results that actually work against the very values of love, trust, and stability that the family is supposed to cultivate.

Works Cited

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- Vaughan Memorial Library. *Vaughan Memorial Library: Tutorials: Plagiarism*. 2004-2005. Web. 26 Nov. 2015.
- Warlick, David. *Son of Citation Machine*. 2006. Web. 26 Nov. 2015.
- Winnipeg Adult Education Centre. Student Resources, Library "MLA Handbook". 2015. Web. 26 Nov. 2015.

An electronic version of this handbook (with live links) can be found on the Winnipeg Adult Education website on the Library page found under the Student Resources tab.

Updated November 2015