Name _____ Due August 30

Use Chapter 3 (3.4.1-3.7.7) in the *MLA Handbook* to complete the following questions.

1. Use formal titles when referring to men and women in research papers. **True/False**
2. The first time you use a person's name in the text of the paper, state it fully and accurately, exactly how it appears in the source. **True/False**
3. It is appropriate to begin a sentence with a numeral. **True/False**
4. Change the following numerals to their appropriate forms:
    a. eight pounds _____
    b. four inches _____
    c. 6,000,000 _____
    d. five dollars _____
5. Capitalize the appropriate words in the following titles:
    a. harry potter and the goblet of fire _____
    b. the green bay packers _____
    c. the university of tennessee _____
    d. call of the wild _____
6. Choose whether the following titles should be italicized or put in quotation marks:
    a. Star Wars (film) italics / quotations marks
    b. Take Me Home, Country Roads (song) italics / quotations marks
    c. Hamilton (play) italics / quotations marks
    d. The Landlady (short story) italics / quotations marks
    e. Wonderstruck (book) italics / quotations marks
    f. The Mechanics of Writing (chapter in a book) italics / quotations marks
7. Give three examples of book and chapters that require neither italics nor quotation marks.

    _____ _____ _____
8. Quote only words, phrases, lines, and passages that are interesting, vivid, unusual, or apt, and keep all quotations _____.