

How Do I Cite It?



**A FORMATTING and CITATION
APA STYLE GUIDE**

for

Desert Hills High School



A guide to APA documentation style

with a basic MLA style comparison

adapted from the following publications:

The APA Style Blog (<http://blog.apastyle.org>)

APA Style Guide to Electronic References. (2012). Retrieved from <http://www.apastyle.org>

A Guide to APA Citation Style. (2016). Thompson Rivers University Library. Retrieved from <http://www.libguides.tru.ca/apa>

MLA Handbook (8th ed.). (2016). New York: The Modern Language Association of America.

Publication Manual of the American Psychological Association (6th ed.). (2009).

Washington, DC: American Psychological Association.

Sebranek, P., Kemper, D., & Meyer, V. (2016). *Writers INC: A Student Handbook for College-and-Career Readiness*. Wilmington, MA: Great Source Education Group.

APA PAGES FORMATTING

Essay Content Order

- **title page**
- [abstract (optional; rarely used in high school and undergraduate college essays)]
- **text of paper**
- **references list**
- **tables**
- **figures**
- [other appendices (rarely used: explanatory notes; research notes; supplemental material)]
- [footnotes (rarely used)]

Title Page

- The **title page** (or cover sheet) is numbered as (page) 1 of your essay.
- Below the one-inch top margin, set up a header, and on the left, type Running head: and a shortened title in ALL CAPS.
- If you are typing in Google docs, move the header down to one-inch below the top of the page by placing your cursor and using the *enter* key.
- Insert a page number in the header at the top right, beginning with 1 on your title page.
- Your essay's title information (title, name, school, class, date) should be centered on the page, top-to-bottom and side-to-side, and in double spacing.
- SEE THE NEXT PAGE FOR AN EXAMPLE TITLE PAGE.

MLA PAGES FORMATTING

- A title page is not called for in MLA style. (But use the APA style above if your teacher asks for a cover page.)
- Type your name, class, and date at the top left.
- Insert a page number at the top right and add your last name in front of the page number.
- Type your essay's title centered and in Times New Roman 12, sentence case (upper and lower case)

Running head: FORMATTING

1

Formatting an Essay in APA Style

Ima Ryder

Desert Hills High School [or Dixie State University]

Subject-area Class

Per. #

Date

TYPING YOUR ESSAY PAGES

- Type your entire essay in Times New Roman 12 in double spacing, including your References page(s).
- Do *not* add extra spacing between paragraphs or between entries on your references page.
- NOTE: The MS Word program at school is set with a default for 1.5 spacing before and after paragraphs. Go to Paragraph Setup or Layout-Spacing and change the spacing to 0.
- Your pages should have one-inch left and right margins, as well as top and bottom.
- Your shortened title (but not “Running head”) should appear in the header on every page, at the top left, in all capitals. (In **MLA**, only the writer’s last name and page number at the top right.)
- If you use internal headings to guide your reader through sections of your essay, center your heading and type it in bold, capitalizing all words of four or more letters and all proper nouns. They should look like the heading below:

Indenting Paragraphs

- Indent new paragraphs one tab (1/2")—this should be the default on MS Word.
- Make sure to close up any extra spacing between paragraphs, unless you are writing an essay that will be produced as a digital document only.

Block Quotations

- Used for a direct quotation of more than 40 words (or more than four lines in MLA).
- Indent the entire quotation one tab (1/2") (use the ruler bar or the paragraph settings window).
- Indent another 5 spaces (a second tab) to signal any paragraph breaks within the block quotation.
- Do not use quotation marks, as the block formatting signals that you are quoting, in addition to your introduction of the quoted text.
- End the block quotation with a period, followed by the page number(s), if applicable. (28)

References Page(s)

- At the end of your essay, add a references page on which you list *every source cited in the text* of your essay.
- Centered at the top of the page, type References, and use a hanging indent and double spacing to type your list of sources cited in your essay.
- Alphabetize your list, ignoring “The,” “A,” or “An” at the beginning of a title.
- Alphabetize a title that begins with a number as though the number were written as a word (e.g., a source with the title “21st Century Inventions” would be alphabetized as beginning with “T.”)
- NOTE for MLA: Sources are cited on a page title Works Cited. Follow the same setup and alphabetizing as for APA.
- A bibliography page is a list of all your reading on your topic, not just the sources you cite in your essay.

Tables and Figures

- Tables and figures follow your references list, with tables given first.
- Each table or figure is on its own page, numbered as a continuation of your essay.
- Each table or figure is numbered in sequence in your essay (Figure 1 or Fig. 1 / Table 1, Table 2)
- In the text of your essay, discuss the general ideas or results shown in the image and reference it for your reader, parenthetically (see Table 1) or (see Figure 1) or in your sentence: As shown in Figure 3, gas prices have more than doubled since 2008.
- Add tables and figures not because your teacher requires it but because the information is best understood or more impactful as a visual. An image should serve an authentic purpose (other than your grade).
- A table is a graphic representation using tabs—rows and columns. See the example.
- A figure is any other image—a photograph, pie chart, graph, map, drawing, or illustration.

FORMATTING TABLES AND FIGURES

- Document the source of a table or figure in a caption below the image. Do not repeat the documentation on your References (or Works Cited) page(s) unless you also use additional information from the source elsewhere in your essay.
- Insert a text box for the caption and place it below the image. Format the text box to have no line around it. Single space your caption notes, and you may use a smaller font also.
- For a **table**, type Table 1 (and so forth) at the top left. In the caption, type *Note*. (in italics) Follow this with necessary notes to briefly explain what is illustrated in the table and then document the source of the table just as you would on the References page.
- For a **figure**, type *Figure 1* (and so forth, in italics) in the caption beneath the image. You may abbreviate *Fig. 1* here and in the text of the essay if you prefer. Follow this with necessary notes to briefly explain what is illustrated in the figure and then document the source of the figure with the same information you would give on the References page.
- Use Reprinted from when you reproduce an image from a digital or printed source. Use Adapted from if you altered the image for your essay (other than cutting off the original sourcing or title).
- Note: Copyright dates or permission are not needed to use an image in an essay that will not be published for the public (limited use and not for profit).
- Always give the following source information in your caption: Reprinted from Title of Work, by Author, date [and for a digital source add:], retrieved from URL
- You may create your own tables and figures. Label them as any borrowed image. In the caption, following your explanation of the image, do not cite yourself as the author, but do cite the source of any information you used to create the image. Omit the phrase Retrieved from or Adapted from.
- **See the examples** on the following pages.

Sample Table and Caption

Table 1
Comparison of Boys and Girls by Average Height and Weight

Variable	Average height	Average weight	Average behavior incident	Average truancy
Boys (<i>n</i> = 60)	5 ft 1 in	120 lbs	14	6 days
Girls (<i>n</i> = 62)	5 ft 2 in	105 lbs	4	0.5 days

Note. How middle-school boys and girls compare in stature and behavior. Reprinted from “Analysis of Middle School Children,” by W. Stephens, 2001, *Journal of Physiology*, 98, p. 11.

- Caption for the same table from a digital source:

Note. How middle-school boys and girls compare in stature and behavior. Reprinted from "Analysis of Middle School Children," by W. Stephens, *Journal of Physiology*, 98, p. 11, retrieved from <http://www.academicsearchpremier.com>

Sample Figures and Captions

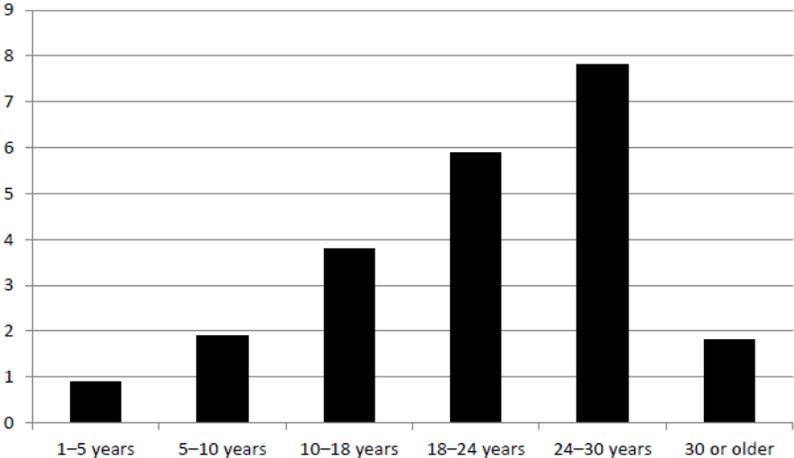


Figure 1. Bar graph showing hours of television watched per week by age group. Reprinted from “Impact of Television on Teenagers,” by A. B. Alphabet, 2010, *Journal of Television*, 4(1), p. 145.

- Caption for the same table from a digital source:

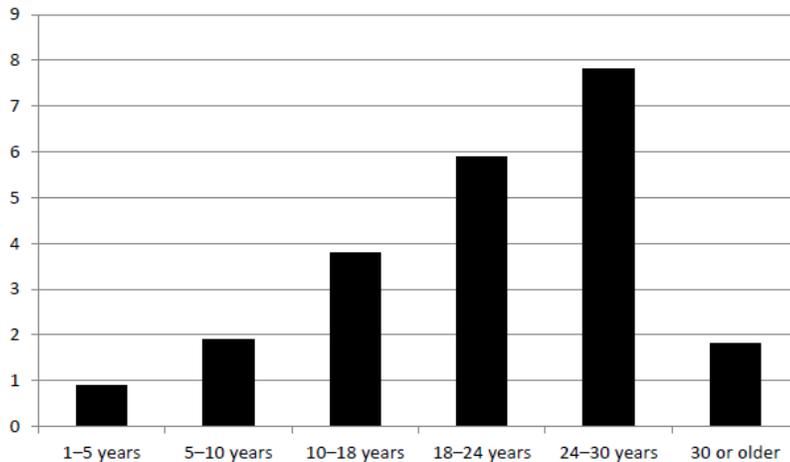


Figure 1. Bar graph showing hours of television watched per week by age group. Reprinted from “Impact of Television on Teenagers,” by A. B. Alphabet, 2010, *Journal of Television*, 4(1), p. 145, retrieved from <http://www.behavioralsciencemagazine/media.com>

- **A Basic Template to create a caption for an image from a website:**

Figure X. Descriptive phrase that serves as title and description. Reprinted [or adapted] from *Title of Website*, by Author First Initial. Second Initial. Surname, year, retrieved from URL.

- **Caption for a digital image with a personal author:**

Figure 2. The Pony Express route from Missouri to Santa Fe in 1860. Adapted from "The Pony Express," by A. A. Jones, 2003, retrieved from <http://www.history.org/ponyexpress/routes>

- **Caption for a digital image with a corporate author:**

Figure 3. Graph of the Sales of Luxury Accessories by Category: Value 2007-2012. Reprinted from *Euromonitor International*, January 8, 2013, Retrieved from <http://www.euromonitor.com/>



Don't get too stressed out about the tiny details of the formatting—but do try your best and work carefully. What is absolutely essential, though, is to give credit to the sources whose ideas and images you quoted, paraphrased, summarized, or borrowed for your essay.

IN-TEXT DOCUMENTATION

Signaling Source Use in Your Paragraphs

Why?

- When you use sources in a research paper – whether quoting, paraphrasing, or even summarizing – you are required to cite where you got your information.
- Whenever you make statements that could lead your reader to ask, “How do you know this?” or “Is that really true?” it is time to give your readers the source you used.

The Concept

- **The Golden Rule:** Avoid giving a paragraph of information with a source dropped beneath it.
- Instead, **introduce** all borrowed material, whether summarized, paraphrased, or quoted directly.
- Readers should *always* be able to distinguish between your ideas and those you have borrowed from other authors.
- You must provide a SIGNAL whenever source material is going to be used. Think of it as **framing** this material to set it off from your own words.
- In a long paragraph that includes your own words *and* someone else's words or ideas, you cannot just plunk a source at the bottom of the entire passage of text. You *must* signal where your own ideas end and your source's ideas begin in the paragraph.

How?

- A signal phrase identifies the author, title, or source you are about to use and establishes the source's reliability. Whenever you use ideas from a source, follow this pattern:

Introduce (signal that you are going to use information from a source)

Use (quote, paraphrase, or summarize information from source)

Comment (explain, discuss, amplify, relate to the information)



Although the documentation style may be different, the concept of crediting ideas and information from sources is the same in APA and MLA: Who? What? When? and Where? (Author, Title, Date, and Publication source). Just keep the logic of giving your readers these four pieces of information and citing your sources will make sense and be easier.

Using the Pattern for In-Text Documentation

Example 1:

Note the pattern: the idea, a signal of source use, end of source use, and commentary.

Many of today's highways follow the routes of ancient hunting paths that grew by frequent use into major trading and migration trails and later were paved for motor vehicles. In fact, *Arizona Highways* magazine (2015, April 6) notes that "Highway 40 follows Old Route 66, which itself was built upon the well-worn wagon route across the plains to newly opened territories of the West" ("Route 66"). An earlier view of this well-traveled wagon route would reveal hunter-gatherer tribes crossing the plains by foot to trade goods with the pueblo people of the Southwest.

Example 2:

Note: The source is used to support and amplify the essay writer's idea. The essay should not become a patching of one source after another. The essay should be the writer's explanations with support from credible sources.

Civil War soldiers suffered more amputations than even today's soldiers do, even in places where IEDs are planted by the thousands. According to a U.S. government document, Civil War amputations exceeded 1 in every 12 soldiers, compared to 1 in every 200 in today's army (U.S. Department of Health and Human Services, 2014). The document explains that the type of bullets used in Civil War battles accounts for the horrible carnage as well as the fact that emergency medical care was in its infancy.

Documenting Sources Within Your Paragraphs

- In both **APA** and **MLA** style, in-text citations have three elements and are meant to *briefly* identify the source of information cited and guide readers to locate the source on the references or works cited page.

In the text of your essay, provide:

1. **author**
2. **publication year, and**
3. **page or paragraph number**

- The page or paragraph number where you find information is **required for all quotations** but is optional for paraphrased information [follow your instructor's directions].
- It is not necessary to cite common knowledge (e.g., you do not need to cite that George Washington was our first president or that England suffered bombing during WWII).
- However, give attribution in your essay to any and all sources of specific information, data, and ideas you did not already know.
- Failure to cite sources or deliberately hiding use of source material (very naughty!) will result in plagiarism. This could lead to essay failure, course failure, job loss, embarrassment, detention, social ostracism, hair loss, dizziness, scurvy, and gangrene.

Examples of APA Style In-text Citation:

Researchers found many students are highly confused about citation in essays (True & Noble, 2009, para. 13). They also indicated some professors are too lenient with students, causing even more confusion about how to document the sources of their information. In fact, Jones and Roberts (2011) found that 99 out of 100 students agreed that citing work could seem like a "complex, maddening process" (p. 64). Detailed instruction by knowledgeable teachers and abundant opportunities for practice can alleviate the stress students feel when trying to document their use of sources.

APA In-Text Format Style:

According to Henshaw and Malovich (2012, p. 15), "Worker dissatisfaction, not illness, is the main cause of absenteeism." (Use "and" within a sentence.)

"Worker dissatisfaction, not illness, is the main cause of absenteeism" (Henshaw & Malovich, 2012, p. 15). (Use "&" within parentheses.)

Edwards (2014) explained chronic pain as "unpleasant nerve stimulation persisting continually for more than four days" (para. 2).

MLA In-Text Format Style:

According to Henshaw and Malovich, "Worker dissatisfaction, not illness, is the main cause of absenteeism" (15). [Note: the symbols p. / pp. are not used in MLA style, and no date is given in-text.]

"Worker dissatisfaction, not illness, is the main cause of absenteeism" (Henshaw and Malovich 15).

Edwards explained chronic pain as "unpleasant nerve stimulation persisting continually for more than four days" (ch. 2).

- The reason for the difference between MLA and APA style is that because APA style is used for scientific fields that rely on current research and studies, the date is emphasized and thus given in text.
- In contrast, MLA is used only for language and literature, subjects that aren't based on current scientific understanding. They are "timeless," so to speak.

More About In-Text APA Citation Style

ONE AUTHOR

Animals form social groups in nature (Smith, 2013).

Smith (2013) pointed out that animals form social groups in nature.

TWO AUTHORS

- Names given inside parentheses are connected by “&”
- Names given outside of parentheses are connected by “and”

Young children need structure (Lind & Cohen, 2009).

Lind and Cohen (2009) found that young children need structure.

THREE TO FIVE AUTHORS

- List all authors’ names on the first citation in your essay.

Peters, Dunnigan, Rogers, and Ball (2013) studied children at play.

The children were studied while they played (Peters, Dunnigan, Rogers, & Ball, 2013).

- Give only the first author’s name followed by “et al” on subsequent citation in your essay.

Peters et al. (2013) found that natural leaders emerge during children’s play.

The study found that natural leaders emerge during children’s play (Peters et al., 2013).

SIX TO SEVEN AUTHORS

- Give only the first author’s name followed by “et al” on *all* in-text citations.

Jorgensen et al. (2015) were the first researches to use active bacteria in a study.

The Harvard team were first to use active bacteria in a study (Jorgensen et al., 2015).

CORPORATE AUTHOR

- When an organization or government agency lists itself as the author of a work, rather than listing an individual author’s name, the organization is treated as a collective, or corporate, author.

“Opiates are a major health issue” (U.S. Food and Drug Administration, 2017).

The U.S. Food and Drug Administration (2017) stated that “opiates are a major health issue.”

NO AUTHOR

- In most cases, a source that appears to have no author is a corporate author. But if no authorship is claimed by the organization, use the first word or two of the title in place of an author's name.

An article without an author:

Diet is more important than exercise in losing weight (“Maintaining Healthy,” 2016, para. 8).

“Maintaining Healthy Weight” (2016) reports that diet is more important than exercise in losing weight.

A book (such as a reference book) without an author:

The Roman Empire expired from within (*European Empires*, 2015).

European Empires (2015) explains how the Roman Empire expired from within.

ABBREVIATING NAMES OF ORGANIZATIONS

- On first use of the source in your paper, give the organization's official abbreviation in brackets within your in-text citation:

Counselors must perform 60 hours of internship before certification (Commission on Rehabilitation Counselor Certification [CRCC], 2010).

- On second and further reference to the source in your paper, give only the abbreviation:

Certification programs must be authorized by an approved agency (CRCC, 2010).

PERIODS OR NO PERIODS WITH ABBREVIATIONS

- The United States is abbreviated as U.S. (Write out United States as a noun; use U.S. as an adjective: The U.S. debt has increased greatly.)
- Do not use periods for commonly known organizations, such as the CIA, FBI, NSA, etc. If you have any doubt that your reader may not know what the abbreviation means, write out the name and put the abbreviation in brackets.

SECONDARY SOURCES: CITING A SOURCE WITHIN ANOTHER SOURCE

- Sometimes the author of a work will refer to a work by another author.
- Your in-text citation should include both the original source **and** the source where you found the information (using the phrase, as cited in). **MLA style:** Use the phrase, as qtd. in source.
- Only the source where *you* found the information should be included on your references list.

Example of in-text documentation of a secondary source:

Researchers Greggerson and Michner (1995) described the disturbance of preconceived knowledge as “cognitive dissonance” in a study conducted of 200 Yale law students (as cited in Sneed & Kirschner 2007).

Example of the reference page citation:

Sneed, W., & Kirschner, C. (2007). A reconsideration of cognitive load theory. *Educational Psychology Review*, 19(4), 469-508. doi:10.1007/s10648-007-9053-4

- In the example above, the source Greggerson and Michner (1995) is **not** included in the list of references because the writer of the paper has not actually read it.
- Instead, the author of the paper is citing where he or she retrieved the information: It was quoted or paraphrased (cited) in an article by Sneed and Kirschner. Your reader will find the source by looking for Sneed in the alphabetized list on the reference page.

AVOIDING PLAGIARISM WHEN RE-USING YOUR OWN EARLIER WORK

- It may surprise you, but you are committing self-plagiarism when you reuse an essay from an earlier class without citation of your previous essay in your current essay.
- If you want to develop ideas from an earlier essay in a later essay, you must first get permission from your course instructor and then cite yourself, just as you would cite material from other sources.

HOW TO CITE YOUR OWN WORKS

- If you paraphrase or quote your previous work, treat yourself as the author and your previous work as an unpublished paper.
- For example, If Susan Nunez wanted to cite a paper she previously wrote for another class in 2015, her in-text citation might look like this:

Example of in-text documentation of your own work:

Nunez (2015) claimed that stress factors in the workplace result in employee turnover “more significantly than as the result of any other factor” (p. 2).

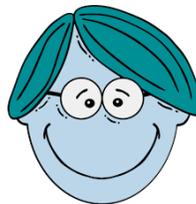
Example of reference page citation of your own work:

Nunez, S. (2015). *An analysis of employee turnover*. Unpublished manuscript, Desert Hills High School.

HOW TO CITE SOURCES NOT SHOWN IN THE APA STYLE MANUAL

- Remember the key idea is to give the source information readers will need in order to see that your source is credible and reliable.
- Keep the four elements in mind and follow the basic order in your citation:

- (1) Who wrote it?
- (2) When was it written?
- (3) What is the title?
- (4) Who published it, and where?



- As they say, “Don’t sweat the small stuff.” Of course, you should try for 100% accuracy in your citations, but the only “crime” is not citing your sources at all. And ultimately, both APA and MLA style guides say to follow your instructor’s guidelines.

REFERENCES PAGE DOCUMENTATION

Formatting Your References Page(s)

- The references list is evenly double spaced—with no extra spacing between entries.
- The list is formatted with a hanging indent.
- The list is alphabetized by the last name (or first word if there is no author).
- When alphabetizing, ignore “A,” “An,” and “The”—alphabetize by the next word.
- When alphabetizing, titles that begins with a number is treated as spelled out (e.g., 15 is “**F**ifteen”)
- The first name or word of the reference list entry *must match* the in-text documentation.
- The full URL of magazine and newspaper sources is not needed (e.g., <http://www.nytimes.com>).
- If you are submitting a printed essay (non-digital), delete all live-link formatting of URLs.
- When a URL extends beyond the right margin, instead of letting the entire URL jump to the next line, place your cursor near the margin where a natural break in the URL occurs and click “enter,” manually breaking the URL at the right margin.

What Information Goes in Each Citation

The four elements in every APA references page citation are, in order:

1. AUTHOR

- Last name, First initial(s)

Thomlinson, J. A.

Nelson, B., & Brown, S.

Jackson, T., Myerson, P., & Stoddard, M.



2. DATE OF PUBLICATION

(2010)

(2014, October)

(2013, June 28)

3. TITLE OF WORK

- An article or webpage—no quotation marks, sentence case capitalization:

Education affects American economic, social status.

- A report, document, or book—italicized, sentence case capitalization:

Report of American educational outreach.

4. PUBLICATION INFORMATION

- **Name of publication**—website, book, journal, magazine, or newspaper

doi:xxx

always use a DOI if available; check/find on *crossref.org*

Website Name

at the top of the Home page—not always the URL

Journal Title

Journal of Psychology, (39)12, 63-71 [(*volume*)issue, pp]

Newspaper/Magazine Title

The Washington Post [for print, add section, pages: pp. A2-3]

City, State initial: Publisher

New York, NY: Hyperion Books [for a print edition]

- **Online location**—for online sources only

web location

Retrieved from <http://www.URL>

MLA COMPARISONS:

Carothers, Michael. *Life of Cake*. Dover Press, 2007. [print book]

Rutledge, Jason, and Linda Barnes. "Dating Tragedies." *Healthy Living*, 16 Aug. 2017,

www.healthyliving.com. Web. 4 Apr. 2018. [online magazine article]

NOTE: Full first names; date appears after the title; "Web" replaces "Retrieved from"; months are abbreviated; date of access

A Tip for Making Sense of Source Documentation

- Whether you are using APA or MLA formatting, when you give your readers the sources of the information you use in your essay—information and ideas you quote directly, paraphrase, or summarize—give your readers four basic facts:

1. WHO	(who wrote it?)	Author(s) Last, First Initials [MLA: First Name]
2. WHEN	(when was it published?)	year, Month day [MLA: abbreviate Month]
3. WHAT	(what is it titled?)	Title [MLA: “Article”; <i>Whole Work in Title Case</i>]
4. WHERE	(where did you find it?)	Publication title and location: City: ST, Publisher [printed book] [MLA: Publisher, year] doi:xx or Retrieved from URL [web doc] [MLA: www.URL. Accessed day Mo. year]

- In both APA and MLA style, you do not have to add a retrieval date (APA: Retrieved 2018, April 4, or MLA: Access date following Web.) unless the online source changes frequently, such as a blog source.
- In addition, the URL for a magazine or newspaper article only needs to take your reader to the publication’s website: www.sltrib.com. The author, title, and date of the article will be all your reader needs to find the article.

When to Put Titles in *Italics* or “Quotation Marks”

- Use italics for stand-alone (*whole*) works—books, reports, websites, databases, journals, newspapers, films, videos, TV series, albums. These titles are italicized in text and on the references page. On the references page, **Title Case** is used for all these titles (except books).
- Use quotation marks for works that are part of another publication (“part”)—articles, chapters, newspaper articles, blog posts, TV episode, webpage, tweet, reference book article, song. These titles are placed within quotation marks in the text but NOT on the references page. On the references page, these titles are typed in **Sentence case**.

Alphabetizing Your References List

- Alphabetize references according to the last name of the author:

Example:

Andrews, A. A.

Butler, B. B.

The Financial planner.

- Ignore "A," "An," "The" when alphabetizing:

Example:

Blackstone, J. L.

The Financial planner.

Giardino, T.

- If a title begins with a number, alphabetize it as though the number were spelled:

Example:

An 18th century revolution: The idea of liberty.

The 1930s in review. ("Nineteen"—alphabetize by "N")

10 inventions we can't live without.

21st century politics.

- If a source has no author, then alphabetize the source by the first word in the citation, such as the title of the article or the agency or organization that is given credit for writing the article or report:

Example:

Hollywood during WWII.

Oxford English Dictionary.

People making a difference: Heroes in action.

United States Interior Department.

- If your essay has two references by the same author, list them in chronological order:

Example:

Smith, S. S. (2000). ...

Smith, S. S. (2010). ...

- If more than one reference by an author has been published in the same year, assign a different letter to each one and use it in both the in-text citations and the references:

In your essay:

“Hummingbirds have no taste buds” (Jones, 2012a). . . . “Ravens have the intelligence of a toddler” (Jones, 2012b).

On your references list:

Jones, J. J. (2012a). ...

Jones, J. J. (2012b). ...

How to Cite One or More Authors

- **ONE AUTHOR**

The author's last name comes first, followed by the first name initial(s):

Author, A. A. (Year).

Example:

Smith, J. P. (2008).

- **TWO AUTHORS**

The names are separated by a comma and “&”:

Author, A. A., & Author, B. B. (Year).

Example:

Lind. R., & Cohen. J. (2009).

- **THREE TO SIX AUTHORS**

The names are separated by commas and the last two are also separated by “&.”

Author, A. A., Author, B. B., & Author, C. C. (Year).

Example

Peters, L., Clark, W., & Ball, C. (2010).

- **MORE THAN SEVEN AUTHORS**

The names of the first six authors are followed by ellipses (...), then the name of the last author.

Author, A., Author, B., Author, C., Author, D., Author, E., & Author, F., . . . Author, G.
G. (Year).

Example

Jones, R., Skitter, L, March, N., Potter, L., Crowley, D., Smith, F., ... Hilbert, B. (2012).

How to Cite a Corporate Author

- When an organization rather than an individual gives the organization credit for the creation of a work, that organization is treated as a collective, or “corporate,” author.

Corporate Author. (Year). *Title of Book or Report*. ...

Example:

Bureau of Canadian Statistics. (2013). *Gross domestic production by industry, July 2013*.

Retrieved from <http://www.statcan.gc.ca/daily-quotidian/1309-eng.htm>

U.S. Forest Service, Interior Department. (2008). *Treating fire with fire: Reclaiming our national forests*. Retrieved from <http://www.usfs.gov/natlfor/publications/4.2008>

What to Do When There Is No Author

- An article or report that does not have an author's name (a "byline") at the top may have been written by people who work for the organization, which then takes credit for authorship. You would list the organization as the corporate author.
- However, a website also may collect and post articles and reports from other websites and organizations. Some of these may appear without an author's name.
- If no author or organization is given credit for the article or report, regard it as not having an author and begin your citation with the next piece of information, the article or report title:

Title of article: Subtitle of article. (Year).

Examples:

Castles of Spain: A Medieval tour. (2013). *Europe Today*.

Treating mild depression. (2016). *WebMD*.

How to Cite Different Types of Sources (References List)

ONLINE SOURCES

AN ENTIRE WEBSITE

- When you refer to an entire website, *not a specific work* on a website, give the URL in parentheses in an in-text citation. Do not list the website on your references page.

Example, in text:

The website of the National Science Foundation lists many museums with children's programs (<http://www.nsf.gov/discoveries/disc/children.id/nsf>).

ARTICLES (Periodicals)

JOURNAL ARTICLE WITH A DOI (DIGITAL OBJECT IDENTIFIER)

- The preferred permanent link to an online source is the DOI. If a DOI is given, you will find it somewhere on the first page of an online article. It might appear hidden behind a button. You can also check this link for a doi: <http://www.crossref.org/guestquery/>
- The DOI goes at end of the citation. If both a DOI and URL are given for the source, use the DOI, but not both.

Author, A. A. (Year). Title of article: Subtitle of article. *Title of Journal*, volume (issue), page range.doi:xxxxxx

Example:

Simons, M., Berhardt, C., & Slinger, J. (2012). Active gaming in Dutch adolescents: A descriptive study. *The International Journal of Behavioral Nutrition*, 9(1), 118-128.
doi:10.1186/1479-5868-9-118

JOURNAL ARTICLE WITHOUT DOI (URL)

- If an article accessed online does not have a DOI, then the citation ends with the URL of the journal's website or the name of the database where the journal article was retrieved.

Author, A. A. (Year). Title of article: Subtitle of article. *Title of Journal*, volume (issue), page range. Retrieved from <http://www>.

Example:

Sidani, S. (2003). Enhancing the evaluation of nursing care effectiveness. *American Journal of Nursing Research*, 35(3), 26-38. Retrieved from <http://www.jstor.org>

DATABASE ARTICLE

DATABASE ARTICLE WITH A DOI:

Swann, W. B., Jr., Sellers, J. G., & McClarty, K. L. (2006). Tempting today, troubling tomorrow: The roots of juvenile crime. *Personality and Social Psychology Bulletin*, 32(1), 93-103.
doi:10.1177/0146167205279584.

DATABASE ARTICLE WITHOUT A DOI:

Swann, W. B., Jr., Sellers, J. G., & McClarty, K. L. (2006). Tempting today, troubling tomorrow: The roots of juvenile crime. *Personality and Social Psychology Bulletin*, 32(1), 93-103.
Retrieved from <http://www.jstor.org/social/32875529>

MAGAZINE ARTICLE

- End the citation with the URL of the magazine's website, even if you actually retrieved the article through a database. (Use Google to find the URL of the magazine's website.) You do not need to give the entire URL, however, because your reader can find the article by the title, author, and date on the magazine's website.

Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Magazine*, volume (issue), page range. Retrieved from <http://www.xxxx>

Example:

Amiel, B. (2013, November 25). I'd take Rob Ford over some I could name. *Maclean's*, 126(46), 12. Retrieved from <http://www.macleans.com>

- **NOTE:** If an article is available *only* through a database (as for instance, when the magazine is no longer being published and so does not have a website) give the name of the database and the accession number of the article (or whatever unique number the database has assigned to the article).

Example:

Hunt, T. (2005, 12). 12 steps to nowhere: I've made it a point to avoid Alcoholics Anonymous. *Saturday Post*, 120(10), 19-20. Retrieved from *CBCA Reference & Current Events*. ProQuest document ID: 222426389

NEWSPAPER ARTICLE

- End the citation with the URL of the newspaper's website, even if you actually retrieved the article through a database. (Use Google to find the URL of the newspaper's website.) You do not need to give the entire URL, however, because your reader can find the article by the title, author, and date on the newspaper's website.

Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*.

Retrieved from <http://www.xxx>

Example:

Khan, S. (2013, February 28). Beyond tolerance lies true respect. *The Washington Post*.

Retrieved from <http://www.washingtonpost.com>

- **NOTE:** If an article is available *only* through a database (as for instance, when the newspaper is no longer being published and so does not have a website) give the name of the database and the accession number of the article (or whatever unique number the database has assigned to the article).

Example: See the citation example for the magazine article (above: Hunt, T.).

EDITORIAL (Unsigned)

Editorial: Putting the “care” in healthcare. [Editorial]. (2017, March 7). *Washington Post*.

Retrieved from <http://www.washingtonpost.com>

WORK FROM A NON-PERIODICAL WEBSITE

- The general format for an article from a non-periodical website follows the basic formula:

Author, A. A. (Date). Title of document. *Title of site*. Retrieved from <http://www.xxx>

Example:

Chastain, F. (2013, February 21). The bubble of academia: How colleges deflect learning.

Community Learning Network. Retrieved from <http://www.cln.org/us/>

DOCUMENTS or REPORTS POSTED ON A WEBSITE

- The general format for a “stand-alone” report or a whole document produced by an organization or government agency—follows the basic formula of author, date, title, and publication information:

Example:

Grant Valley School of Agriculture. (2010 January). *FFA membership statistics*. Retrieved from http://www.gvsa.edu/io_ffa/mem/

GOVERNMENT DOCUMENTS

- If an online government document lists a **personal author**, then the publishing entity (the government agency) is indicated by the URL from which the document was retrieved. Any additional identifying information, such as a report number or catalogue number, goes in parentheses after the title.

A personally authored government document:

Author, A. A. (Date). *Title of government document* (Report No. xxx). Retrieved from <http://www.agency.gov/>

Example:

Nagorsen, D. W. (1995, March). *Status of the western harvest mouse in North Dakota*. (Wildlife Working Report No. WR-71). Retrieved <http://www.usfs.gov/documents/statusrpts/wr71.pdf>

A corporate-authored government document:

- If a government document lists no personal author, then the government agency is the corporate author.

Corporate Author. (Date). *Title of government document* (Report No. xxx). Retrieved from <http://www.agency.gov/>

Example:

U.S. Department of Housing and Urban Development. (2010). *Disability assistance and trusts*. (HUD Publication No. 05-4779). Retrieved from <http://www.ushud.gov/disability.cus/publicat/pdf/disabilitiestrusts.pdf>

ONLINE BOOKS

BOOK WITH DOI (DIGITAL OBJECT IDENTIFIER)

- The DOI goes at the end of the citation. Note that if a DOI is provided, then the citation is the same regardless of whether the book has been accessed in print or online.

Author, A. A. (Year). *Title of book: Subtitle of book*. doi:xx.xxxxxxxxxxxxxx

Example:

Moghissia, H. (2013). *Women, power and politics in 21st century Iran*. doi:
10.1080/13552074.2013.767529

BOOK WITHOUT DOI (ONLINE)

- If a book that has been accessed online does not have a DOI, then the citation ends with the URL of the provider's website. Include the specific version you are referencing in brackets. The year of publication is the original print version if the ebook is a digital edition of a printed book.

Author, A. A. (Year). *Title of work* [digital version]. Retrieved from <http://www.xxx>

Examples:

Austen, J. (1815). *Emma* [Adobe Digital Editions version]. Retrieved from
<http://www.gutenberg.org>

Halberstam, J. J. (2009). *Gaga feminism: Sex, gender, and the end of normal*
[Kindle version]. Retrieved from <http://www.amazon/books.com>

Richardson, D. (2000). *Rethinking sexuality*. Retrieved from <http://www.ebrary.com>

EDITED COLLECTION

- If a work is listed without an author's name, give the name(s) of the editor(s) as the author(s), followed by (Ed). or (Eds.). and then the year of the edited edition.

Example:

Rosenstein, A., Browne, M, & Applebaum, T. (Eds.). (1998). *Battlefield Memoirs*. Retrieved from
<http://www.xxx>

WORK FROM AN EDITED COLLECTION (AN ANTHOLOGY)

- Begin your citation with the original work's author and publication date. Follow this with the title of the original work's title (an article, chapter, poem, short story, play, or novel).
- Add the word "In" and give the information for the edition that contains the original work.

Author, A. A. (year of original work). Title of original work. In Initials Last Name (Ed.), *Title of edited collection* (pp. xx-xx). Retrieved from <http://www.xxx>

Example:

Frink, M. A. (1850). Adventures of a Gold Seeker. In K. L. Holmes (Ed.), *Best of Covered Wagon Women* (pp.41-116) [Adobe Digital Editions version]. Retrieved from <http://www.gutenberg.org>.

ENTRY IN AN ONLINE REFERENCE BOOK

- An entry in a reference book such as an encyclopedia is cited as a part of an edited book. If the reference work has more than one volume, then the volume number goes immediately before the page numbers.

Author, A. A. (Year). Article title. In E. E. Editor (Ed.), *Title of reference work: Subtitle of reference work* (Vol. X, pp. xx-xx). Retrieved from DOI or URL

Example:

Bukowski, P. (2012). Basics of equity investing. In P. P. Drake & J. Fabozzi, J.(Eds.), *Encyclopedia of business* (Vol. II, pp. 89-106). Retrieved from <http://www.ebrary.com>

- An entry may not have a personal author.

Example:

The history of utilitarianism. (2009). In E. N. Zalta (Ed.), *The Stanford Encyclopedia of Philosophy* (Vol. 6, pp. 26-53). Retrieved from <http://www.plato.stanford.edu/archives/sum2009/entries/utilitarianism-history>

WIKIPEDIA ENTRY

- Avoid using and citing Wikipedia for anything other than looking up a quick definition or date. If you need to use information from Wikipedia, look in the "References" and "External Links" sections for credible sources for that information. If you can't find a better source for the information and simply must use it, then include the date that you accessed it in your citation.

Title of Entry. (Year, Month Day [or n.d.]). Retrieved Month Day, Year, from Title of Wiki: URL

Example:

Utilitarianism. (n.d.). Retrieved April 1, 2017, from Wikipedia, The Free Encyclopedia:
<http://en.wikipedia.org/w/index.php?title=Utilitarianism&oldid=848112061>

BLOG POST

- A citation for a blog post has "Blog post" in square brackets after the title. Notice that the titles of blog posts are *not* italicized.

Author, A. A. (Year, Month Day). Title of blog post [Blog post]. Retrieved from <http://www.xx>

Example:

Perelman, D. (2012, November 26). Sweet potato cake with marshmallow frosting [Blog post].
 Retrieved from <http://smittenkitchen.com/blog/2013/11/sweet-potato-cake-with-marshmallow-frosting>

- If the blogger uses a screen name but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets.

Author, A. A. [Screen Name]. (Year, Month Day). Title of blog post [Blog post]. Retrieved from
<http://www.xx>

Example:

Whipple, T. [librariantiff]. (2012, September 23). Nothing like the scent of a new book [Blog post]. Retrieved from <http://www.mightybiglibrarian.com/?author=1&pages=4>

- If the blogger uses a **screen name** and you do not know their real name, alphabetize the reference by the screen name.

Screen Name. (Year, Day Month). Title of blog post [Blog post]. Retrieved from <http://...>

Example:

liberalthinker. (2013, September 29). Sabotage and Immigration [Blog post]. Retrieved from <http://www.liberalwings.blogs.com/wings/page4>

YOUTUBE VIDEO

- A citation for an online video has "Video file" in square brackets after title. Note that the author of a video posted on YouTube or a similar site is generally presumed to be the person who posted the video.

Author/Poster A. A. (Year, Month Day). *Title of video* [Video file]. Retrieved from <http://www.xx>

Example:

Cummins, B. (2010, January 16). *How Do Monkeys Learn?* [Video file]. Retrieved from <http://www.youtube.com/watch?v=3Xu7GheT>

- If the author/poster uses a **screen name** but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets. See the entry for a blog post for an example.

FILM / VIDEO / DVD

- The author of film, video, or DVD is considered to be the producer(s) and director, and the publisher is the film company or movie studio.

Producer, A. A. (Producer), & Director, A. A. (Director). (Year). *Title of film* [Motion picture] / [Video]. Place of Publication: Publisher.

Example:

Merrick, D. (Producer), & Lumet, S. (Director). (2009). *Secondhand Lions* [Motion picture]. United States: Warner.

PODCAST

- When citing a podcast, include "Audio podcast" in square brackets after the title.

Author/Performer, A. A. (Year, Month Day). *Title of podcast*. [Audio podcast]. Retrieved from <http://www.xx>

Example:

Bazelon, E., Dickerson, J. & Plotz, D. (2013, December 5) *The motor city massacre gabfest* [Audio podcast]. Retrieved from <http://www.slate.com>

- If the author/performer uses a **screen name** but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets. See the entry for a blog post for an example.
- If you do not know the author/performer's real name, give the screen name as the author and alphabetize by the screen name. See the entry for a blog post for an example.

TWEET

Author, A. A./Corporate Author. (Year, Month Day). Title or subject of Tweet [Twitter moment].
Retrieved from <http://www.twitter.com/i/moments/xxx>

Example:

Reuters Top News. (2016, November 1). Inside David Bowie's art collection [Twitter moment].
Retrieved from <https://twitter.com/i/moments/7945834120087>

In-text Citation for a Tweet:

David Bowie's collection includes three original Picasso paintings (Reuters Top News, 2016).

or:

Reuters Top News (2016) says that David Bowie's collection includes three original Picasso paintings.

Online sources, end

How to Cite Different Types of Sources (References List)

PRINT SOURCES

ARTICLES (Periodicals)

JOURNAL ARTICLE

Author, A. A. (Year). Title of article: Subtitle of article. *Title of Journal*, volume(issue), page range.

Example:

Sidani, S. (2003). Enhancing the evaluation of nursing care effectiveness. *National Journal of Nursing Research*, 35(3), 24-38.

Print sources

MAGAZINE ARTICLE

Author, A. A. (Year, Month). Title of article: Subtitle of article. *Title of Magazine, volume (issue)*, page range.

Example:

Amiel, B. (2013, November 25). Day excursions in the Tetons. *Maclean's*, 126(46), 12.

Example, No Author:

Living in the high country of Nepal. (2012, March). *National Geographic*, 12-19.

NEWSPAPER ARTICLE

Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*, p. x.

Example:

Kahn, S. (2013, February 28). Beyond tolerance lies true respect. *The New York Times*, p. A15.

Example:

Pitts, Leonard. (2018, July 9). Now I know how the Gipper felt. *The Salt Lake Tribune*, pp. B1, B3.

UNSIGNED EDITORIAL

Editorial: Title of editorial. [Editorial]. (year, Month day). *Title of Publication*, p. xx

Example:

Editorial: National parks our best legacy. [Editorial]. (2014, August 18). *The Salt Lake Tribune*, p. A4.

LETTER TO THE EDITOR

Author, A. (year, Month day). Title of the letter. [Letter to the editor]. *Title of Publication*, p. xx

Example:

Thompson, F. (2015, June 8). Taxpayers need relief. [Letter to the editor]. *The Los Angeles Times*, p. B3.

BOOKS

Author, A. A. (Year). *Title of book: Subtitle of book*. City, State: Publisher.

Example:

Chandler, C. K. (2012). *Animal-assisted therapy in counseling* (2nd ed.). New York, NY: Hyperion Press.

SPECIFIC EDITION OF A BOOK

- If an edition is specified, the edition information goes in parentheses after the title.

Author, A. A. (Year). *Title of book: Subtitle of book* (xth ed. / original publication date). ...

Examples:

Steinbeck, J. (2005). *Of Mice and Men* (1937). New York, NY: Bantam.

Thaler, B. *The evolution of liberalism* (6th. ed.). New York, NY: Collier.

Vossburg, S. A. (2013). *Canada's legal system* (3rd U.S. ed.). Boston, MD: Viking.

SINGLE WORK FROM AN ANTHOLOGY (A COLLECTION OF OTHERS' WORKS)

- For an edited collection of others' works, the author of the cited work and the original publication date are given, followed by the editor's name and the title of the collection. Use "Ed." in parentheses. If there is more than one editor, then "Eds." is used instead of "Ed."

Author, A. A. (Year). Title of section / story. In E. E. Editor (Ed.), *Title of book: Subtitle of book* (pp. xx-xx). City, State: Publisher

Example:

Hawthorne, N. (1998). The scarlet letter (1850). In W. Thorpe (Ed.), *Four classic American novels* (pp. 15-245). New York, NY: Signet Classic.

Example:

Kessall, M. (2010). From dust to dust. In Dominguez, T., & Brown, R. L. (Eds.), *Stories from the heartland* (pp. 53-72). Norman: University of Oklahoma Press.

OTHER PRINT SOURCES

GENERAL STAND-ALONE PRINT DOCUMENTS (Such as brochures and reports)

- If you have accessed a document in print, such as a brochure, a report, or a stand-alone document, then cite it as you would a book.

Author, A. A. (Year). *Title of document*. Place of Publication. Publisher.

Example with a personal author:

Knight, D. (2014). *The best and worst places to live in the U.S.* Los Angeles, CA: Acorn Press.

- If the document has a corporate author, the publisher is listed as the corporate author:

Corporate Author. (Year). *Title of document*. City, ST: Author.

Example with a corporate author:

Rocks and Gems Society. (2013). *Rock hunting in the Rockies*. Denver, CO: Author.

RELIGIOUS AND CLASSICAL WORKS

- Religious and classical texts are not included on the references page list. Give the source an in-text citation only.
- An in-text citation for such a work should include the title and any additional information that will assist the reader in locating the material.

... (*Title of Book*, Chapter: Verse, Edition).

Example of an in-Text Only Citation for a Religious Text:

Christians are taught that having love for others is greater than having knowledge (*New Testament*, 1 Cor. 13:2, New International Version).

Example of an in-Text Only Citation for a Classic Text:

Muslim faith acknowledges that divine will is greater than our own planning (*Quran*, 8:30).

LECTURES AND LECTURE NOTES

- If lectures or lecture notes are not available to the public (i.e., if you heard the lecture in person and/or if the notes were handed out in class), then cite them as personal communication.

Example (in text):

Spores of bacteria are responsible for the outbreak of hantavirus (R. Quilter, personal communication, November 10, 2017).

- If the lecture notes are posted to course management software (e.g., Moodle or Blackboard), then cite them as you would any other material that has been posted to course management software.

COURSE PACK (instructor handout material)

- When citing material that has been reprinted in a course pack (such as an instructor's packet of handout material), cite the original source whenever possible, just as you would a print (or online) source that you found in your own research.
- The compiler of the course pack (your instructor) should have provided a full citation for the material presented to you, but if this is not the case, try to find out where the material was originally published (you may need to ask your instructor).
- If you can't find the original source of the material, then treat the course pack as if it were a book edited by the instructor and the material that you are citing as if it were a chapter in that book.

Author, A. A. (Year). *Title of article: Subtitle of article*. In C. C. Compiler (Ed.), Course pack title (Course Name and number). City, State: School.

Example:

DeCampion, R. L. (2012). *The Frontal Cortex*. In P. Richardson (Ed.), *The Brain (AP Psychology)*. St. George, UT: Desert Hills High School.

PERSONAL COMMUNICATION

- Personal communication (such as a conversation, email, phone conversation, or personal interview) is not included on the reference page list. Give the source in in-text citation only.
- This in-text citation should consist of the words "personal communication," the speaker's name (including initials), and the date.

Example (in text):

The company plans to sell publicly traded shares in October (D. Phillips, personal communication, September 18, 2015).



A Comparison of Basic APA and MLA Documentation Styles

- **MLA** (Modern Language Association) citation style is used **ONLY** for literature and language subject papers.
- **APA** (American Psychological Association) citation style is used for social sciences, science, and non-literary subject papers.

IN-TEXT DOCUMENTATION

AUTHOR TYPE	APA STYLE	MLA STYLE
parenthetical	Quote, paraphrase, or summary (Roberts, 2007).	Quote, paraphrase, or summary (Roberts).
one author	Source use (Roberts, 2007).	Source use (Roberts).
two authors	Source use (Roberts, & Davis, 2007, p. 17).	Source use (Roberts and Davis 17).
three authors	Source use (Roberts, Davis, & Majors, 2007).	THREE or more: Source use (Roberts et al.).
more authors	SIX or more: Source use (Roberts et al., 2007).	Source use (Roberts et al., ch. 2).
no author	Source use ("Shortened Title," 2007).	Source use ("Shortened Title," par. 13).
gov author	Source use (Homeland Security, 2007, 17).	Source use (Homeland Security 17).
within sentence	Roberts (2007) stated that . . . According to Roberts and Davis (2007), . . .	Roberts stated that . . . According to Roberts and Davis, . . .

REFERENCES PAGE / WORKS CITED PAGE CITATION: ONLINE SOURCES

SOURCE TYPE	APA STYLE	MLA STYLE
STYLE NOTES	Provide only as much of the URL needed to find the source: http://www.xxx ; Provide a retrieval <i>date</i> only for a website that changes frequently, such as a blogsite.	Provide a stable URL, permalink, or DOI The word "Web." is not needed Date of source: use the copyright date of the article; the website; or if neither is given, use: Accessed with date.
web page/work with author	Warner, T. (2017, October 25). "The Grand Tetons." <i>Travel America</i> . National Automobile Association. Retrieved from https://www.xxx	Warner, Tim. "The Grand Tetons." <i>Travel America</i> . National Automobile Association, n.d., www.naa.ta/tetons . 25 Oct. 2017.
web page / work without author	<i>The Puma of Arizona</i> . (2017). Arizona Department of Wildlife. Retrieved from https://www.xxx	<i>The Puma of Arizona</i> . Arizona Department of Wildlife, 2017, www.dow.az.gov/pumas . [work is a stand-alone doc on the website]
government doc	U.S. Interior Department. Bureau of Land Management. (2010). <i>Oil Leases, 1920-1950</i> . Retrieved from http://www.us.doi.blm.gov/oilxxx	United States, Interior Department, Bureau of Land Management. <i>Oil Leases, 1920-1950</i> , www.us.doi.blm.oil/leases.1920-50.gov . Accessed 7 Nov. 2017.
magazine article	Gupta, R. K. (2018, August). Following the herd: Elephants of the Tigris Valley. <i>National Geographic</i> , 36(12). Retrieved from http://www.natgeo.com	Gupta, Raja K. "Following the Herd: Elephants of the Tigris Valley." <i>National Geographic</i> , Aug. 2018, vol. 36, no. 12, www.natgeo.com/article/xxx .
newspaper article	Watson, B. (2017, February 22). Medicaid expansion not approved. <i>The Salt Lake Tribune</i> . Retrieved from www.sltrib.com	Watson, Bill. "Medicaid Expansion Not Approved." <i>The Salt Lake Tribune</i> , 22 Feb. 2017, p. A5, B3, www.sltrib.com . Accessed 3 Jan. 2018.

REFERENCES PAGE / WORKS CITED PAGE CITATION: ONLINE SOURCES (cont.)

SOURCE TYPE	APA STYLE	MLA STYLE
editorial	Editorial: Time for Congress to act. [Editorial]. (2017, May 24). <i>Wall Street Journal</i> . Retrieved from http://www.wsj.com	"Time for Congress to Act." Editorial. <i>Wall Street Journal</i> , 24 May 2017, p. A4, www.wsj.com . Accessed 5 Aug. 2018.
scholarly journal	Carter, D., & Ferris, J. (2014). Epic poetry. <i>Poetica</i> , 15(8), 37-52. Retrieved from http://www.lcu.edu/xxx	Carter, David, and Jon Ferris. "Epic Poetry." <i>Poetica</i> , vol. 15, no. 8, 2014, pp. 37-52, www.lcu.edu/eng/co_article . Accessed 9 Sept. 2017.
from a database	Burke, A., Stephens, J., & Patterson, T. (2010). Twain the humanist. <i>Literary Review</i> , 24(4), 132-46. Retrieved from http://www.jstor.org/xxx	Burke, Aaron, et al. "Twain the Humanist." <i>Literary Review</i> , vol. 24, no. 4, 2010, pp. 132-46. <i>JSTOR</i> , doi:12.2756/xxx. Accessed 14 Jan. 2017.
ebook	Kingsolver, B. (2018). <i>The bean trees</i> . [Kindle edition]. Retrieved from http://www.amazon/books	Kingsolver, Barbara. <i>The Bean Trees</i> . Kindle ed., Harper, 2018.
encyclopedia entry	Fighting ebola. (2015). In <i>The world book encyclopedia</i> (Vol. 15, No. 6). Retrieved from http://www.worldbookencyclopedia.com/enxxx	"Fighting Ebola." <i>The World Book Encyclopedia</i> , vol. 15, no. 6, 2015, www.worldbookencyclopedia.com/en_6 . Accessed 15 Mar. 2017.
video/YouTube	Hunt, D. (2018, June 8). <i>Writing an Essay</i> [Video file]. Retrieved from http://www.youtube.com/watchxxx	Hunt, Debra. "Writing an Essay." <i>YouTube</i> , 8 June 2018, www.youtube.com/watch?r=xxx .

REFERENCES PAGE / WORKS CITED PAGE CITATION: BASIC PRINT SOURCES

SOURCE TYPE	APA STYLE	MLA STYLE
magazine article	Johnson, N. (2016, November 8). Culture wars. <i>Newsweek</i> , 17+.	Johnson, Nancy. "Culture Wars." <i>Newsweek</i> , 8 Nov. 2016, pp. 17+.
newspaper article	Watson, B. (2017, February 22). Medicaid expansion not approved. <i>The Salt Lake Tribune</i> , pp. A5, B3.	Watson, Bill. "Medicaid Expansion Not Approved." <i>The Salt Lake Tribune</i> , 22 Feb. 2017, p. A5, B3.
editorial	Editorial. Don't add to taxes. [Editorial]. (2017, September 18). <i>The Salt Lake Tribune</i> , p. A2.	"Don't Add to Taxes." Editorial. <i>The Salt Lake Tribune</i> , 18 Sept. 2017, p. A2.
scholarly journal	Johnson, N. (2016). Culture wars. <i>Journal of Sociology</i> , 22(4), 117-25.	Johnson, Nancy. "Culture Wars." <i>Journal of Sociology</i> , vol. 22, no. 4, 2016, pp. 117-25.
a book	Wilson, M., & Brown, A. T. (2002). <i>Pioneer America today</i> . Norman, OK: Red Dog Press.	Wilson, Mark A., and Allen T. Brown. <i>Pioneer America Today</i> . Red Dog Press, 2002.
another source by the same author	Wilson, M., & Brown, A. T. (2006). <i>Indian and pioneer encounters</i> . New York, NY: Harper Collins.	---. <i>Indian and Pioneer Encounters</i> . Harper-Collins, 2006.
a work in an anthology	Wharton, E. (2005). The age of innocence. In L. Greene (Ed.), <i>Writing the waving grass</i> (pp. 85-148). New York, NY: Norton.	Wharton, Edith. "The Age of Innocence." <i>Best American Stories from 1900-1950</i> , edited by James Cassell, Norton, 2005, pp. 85-148.
encyclopedia entry	The Texas rangers. (2001). In <i>World Book</i> (6 th ed., pp. 36-54). Boston, MA: Viking	"The Texas Rangers." <i>World Book</i> , 6th ed., Viking, 2001, pp. 36-54.



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