

APPENDIX G DOCUMENTING SOURCES WITH MLA AND APA FORMATS

In academic classes, your instructors will ask you to document the sources of outside information you have used in your paper. There are two steps to this process.

1. Insert a short reference in the body of your paper. This is called an in-text citation. The purpose of an in-text citation is to refer the reader to the works-cited list at the end of your paper.
2. Prepare a complete list of your sources. This list is titled either Works Cited or References and appears as the last page of your paper.

The two most commonly used formats for documenting sources are those used by the Modern Language Association (MLA) and the American Psychological Association (APA). Each format specifies style guidelines for referring to authors with in-text citations, footnotes and endnotes, and the sources list.

The MLA (Modern Language Association) system is used primarily for documenting work within the liberal arts and humanities—literature, English, foreign languages, art, and so on. The APA (American Psychological Association) system is mainly used to document source within the social sciences—sociology, psychology, anthropology, economics, and political science, etc. The next few pages will show you only the basics of the MLA and APA styles of formal documentation. In addition, be aware that each format has differences in punctuation rules which are too numerous to be dealt with here. Consult the *MLA Handbook for Writers of Research Papers* and the *Publication Manual of the American Psychological Association* for more detailed information. You can find these books and others like them in the reference area of any library.

THE BASICS OF MLA FORMAT

In papers using the MLA system, the name of the author typically introduces a quotation, paraphrase, or summary, and the page number of the source (if there is one) follows in parentheses before the period.

In-Text Citations

In-text citations give only enough information to allow the reader to find the full reference in the list of works cited at the end of your paper. Here are some guidelines.

ONE AUTHOR

Use the last name of the author and a page number (or numbers, if the borrowed information appears on more than one page). Use no punctuation.

(Clinton 17)

TWO OR MORE AUTHORS

If there are two or three authors, give all the names. If there are four or more, use the first author's name and the Latin abbreviation *et al.* ("and others") followed by a period.

(Bamberger and Yaeger 62)

(Singleton et al. 345)

No Author

If there is no author, use a short title in quotation marks.

ENCYCLOPEDIA ARTICLE WITH NO AUTHOR

For an encyclopedia article, use the editor's name if you know it. If you don't know it, use the title of the article in quotation marks. You do not need a page number since encyclopedic articles are arranged alphabetically and a reader will be able to find the source easily.

("Climate Change")

ELECTRONIC SOURCE

For an electronic source (online or CD-ROM), follow the same system as for print sources. If there are no page numbers, do not write a number.

(Kidder)

("2012 Olympics")

Works-Cited Lists

In the MLA format, your complete list of references is entitled *Works Cited*. To prepare a works-cited list, begin by listing all the sources you actually used in your paper. Do not include sources that you read but did not use. List them alphabetically by last name of the author or, if there is no author, by the first word of the title. Pay close attention to punctuation and capitalization, and indent the second line.

Use this format for a basic book reference. Divide the information into three parts: (1) name of the author, (2) title of the book, (3) publishing information. Put a period and one space after each part.

Author's last name, Author's first name. *Title of Book*. City of Publication: Publisher's Name*, Year of publication. Print.

Lahiri, Jhumpa. *Unaccustomed Earth*. New York: Vintage, 2008. Print.

TWO OR MORE AUTHORS

Use reverse order for the first author's name, and then write all other authors' names in normal order. Put a comma after the last name of the first author and also between authors.

Hamilton, Tyler, and Daniel Coyle. *The Secret Race: Inside the Hidden World of the Tour de France: Doping, Cover-ups, and Winning at All Costs*. New York: Bantam, 2012. Print.

*The Publisher's name can be abbreviated. For example, Oxford University Press, William Morrow, and Bantam Books can be abbreviated to Oxford, Morrow, and Bantam.

MORE THAN ONE EDITION

Put the number and the abbreviation "ed." (2nd ed., 3rd ed., 4th ed., and so on) after the title, followed by a period.

Slavin, Robert. *Educational Psychology: Theory and Practice*. 10th ed. Boston: Pearson, 2012. Print.

ENCYCLOPEDIA ARTICLE

Use the author's name if it is given. If there is no author, put the title of the article first. Enclose the title in quotation marks. Underline or italicize the title of the encyclopedia. Put the edition number if there is one; if there is none, use the year.

"Intelligence Test." *New Encyclopedia Britannica: Micropedia*. 15th ed. Print.

MAGAZINE ARTICLE

Put the title of the article inside quotation marks. Underline or italicize the name of the magazine. Include the day, month, and year for weekly magazines followed by a colon and the page number or numbers on which the article appears. Abbreviate the names of months except May, June, and July.

Rapoport, Abby. "School for Success." *Mother Jones*. July/Aug. 2012: 44-49. Print.

NEWSPAPER ARTICLE

This article appeared on page A-22 of the newspaper.

"An Unfinished Campaign Against Polio." Editorial. *New York Times*. 29 Sep. 2012: A-22. Print.

PERSONAL INTERVIEW

Give the person's name, last name first, and the date of the interview.

Jones, John. Personal interview. 31 Oct. 2003.

ONLINE SOURCE

Citations for online sources need the same basic information as print sources: author, title, and date of publication. The date of publication for an online source is the date it was put online or the date it was last revised.

In addition, you need to write the word *Web* followed by your date of access. Because online sources are often revised, you need to show exactly which version you used. Put the date you accessed (visited) the site at the end of your entry.

If you include the exact electronic address, copy the address from the top of your computer screen and enclose it in angle brackets (< >). Copy the exact address of the webpage you used, not just the home page address. If you must divide an address because it is too long to fit on a line, divide it only at a slash mark (/).

Kispert, Robert J. "Universal Language." *World Book Online Reference Center*. 2004. World Book, Inc. Web. 25 Mar. 2004 <<http://www.aolsvc.worldbook.aol.com/wb/Article?id=ar576960>>.

The Works-Cited Page

The works-cited list appears on a separate page as the last page of a paper. Use the following format.

- Capitalize the title of the works-cited list and center it on the page.
- Put the list in alphabetical order by author's last name (or title of the work, if there is no author).
- Double-space everything.
- Indent the second line of each citation 5 spaces or 1/2 inch.

Works Cited

Baugh, Albert C., and Thomas Cable. *A History of the English Language*. 5th ed. Upper Saddle River, NJ: Prentice Hall, 2002. Print.

Bonner, Jessie and Heather Hollingsworth. "Single-Sex Classes Popular As More Public Schools Split Up Boys and Girls." *Huffington Post*. 8 July 2012. Web. 1 Oct. 2012. <http://www.huffingtonpost.com/2012/07/08/more-public-schools-split_0_n_1657505.html>.

Downie, Andrew. "Brazil Considers Linguistic Barricade." *Christian Science Monitor* 6 Sep. 2000. Web. 13 Sep. 2004. <<http://csmonitor.com/cgi-bin/durableRedirect.pl?durable/2000/09/06/tp7s2-csm.shtml>>.

Hamilton, Tyler, and Daniel Coyle. *The Secret Race: Inside the Hidden World of the Tour de France: Doping, Cover-ups, and Winning at All Costs*. New York: Bantam Books, 2012. Print.

Henderson, Lynne, and Philip Zimbardo. "Shyness." *Encyclopedia of Mental Health*. San Diego: Academic Press, 19 pp. 4 May 2004. <<http://www.shyness.com/encyclopedia.html>>.

Kispiert, Robert J. "Universal language." *World Book Online Reference Center*. 2004. World Book, Inc. 12 Sep. 2004. Web. 1 Oct. 2012. <<http://www.aolsvc.worldbook.aol.com/wb/Article?id=ar576960>>.

Slavin, Robert. *Educational Psychology: Theory and Practice*. 10th ed. Boston: Pearson, 2012. Print.

"The 2000 Olympics: Games of the Drugs?" *CBSNEWS.com* 9 Sep. 2000. Web. 30 Mar. 2004. <<http://www.cbsnews.com/stories/2002/01/31/health/main326667.shtml?CMP=ILC-SearchStories>>.

PRACTICE 1

Preparing a Works-Cited List

On a separate sheet of paper, write the heading "Works Cited." Then list each of the following sources in MLA style and in alphabetical order.

1. A book entitled *Learning Disorders* by Robert W. Henderson published by Morris & Burns in Chicago in 2005.

2. A magazine article entitled "How to Live to Be 100" by Richard Corliss and Michael D. Lemonick on pages 40–48 of the August 30, 2004, issue of *Time* magazine.

3. A newspaper article entitled "Biology of Dyslexia Varies with Culture, Study Finds" on page D7 of the September 7, 2004, issue of the *New York Times* newspaper. The author's name is Anahad O'Connor.
4. An article in an online encyclopedia. The title of the article is "Dyslexia." The site's address is <http://www.aolsvc.worldbook.aol.com/wb/Article?id=ar171010>. The author's name is Michel W. Kibby. The website is *World Book Online Reference Center*. The publisher is World Book, Inc., and the copyright date is 2004. Use today's date as your date of access.
5. A website published by the U.S. Food and Drug Administration's Center for Food Safety and Applied Nutrition. The website contains an article titled "Tattoos and Permanent Makeup." The website's address is <http://www.cfsan.fda.gov/~dms/cos-204.html>. The article was updated on July 1, 2004. Use today's date as your date of access.

THE BASICS OF APA Format

In-Text Citations

The main difference between the MLA and the APA citation system is the identification of the author, the use of the publication date, and the tense of the verb introducing the reference. Unlike the MLA system, the APA system typically does not emphasize the author, but instead includes only his or her last name, along with the year of publication.

ONE AUTHOR

Use the last name of the author and the year of publication, separated by a comma. Include page references when citing an exact quotation.

(White-Hooel, 2006) [For a paraphrase]

(White-Hooel, 2006, p.152) [For a quotation]

TWO OR MORE AUTHORS

When a work has two authors, always use the last names of both authors. Do not spell out the word *and*. Instead, use an ampersand (&).

(Oshima & Hogue, 2013)

When a work has three, four, or five authors, always cite all of the authors, the first time they are referenced. The next time, use the first author's name and the Latin abbreviation *et al.* ("and others") followed by the year.

(Biber, Johansson, Leech, Conrad, & Finegan, 1999) [Use as a first citation]

(Biber et al., 1999) [Use for subsequent citations]

When a work has six or more authors, only use the last name of the first author, followed by *et al.*, followed by a comma and the publication year.

(Barnes et al., 2013)

* See note on the bottom of page 213.

No Author

If there is no author, use a short title in quotation marks, followed by the year of publication.

("Study Finds," 2010)

If the author is listed as "Anonymous," use the word *Anonymous*, followed by a comma and the year of publication.

(Anonymous, 2011).

ENCYCLOPEDIA ARTICLE WITH NO AUTHOR

For an encyclopedia article, use the editor's name if you know it. If you don't know it, use the title of the article in quotation marks, and the year of publication. You do not need a page number since encyclopedia articles are arranged alphabetically and a reader will be able to find the source easily.

("Climate Change," 2012)

ELECTRONIC SOURCE

For an electronic source (online or CD-ROM), follow the same system as for print sources. If there are no page numbers, use the paragraph symbol "¶" and the paragraph number.

Lists of References

In APA format, your list of sources is titled *References*. Like a works-cited list, your references list appears on a separate page as the last page of your paper. The title of the References list should be capitalized and placed flush left on the page. Your references should be alphabetized by the last names of the first author of each source. All references should be double-spaced. They should use a hanging indentation: the first line of each reference should be flush left, but each additional line of the reference needs to be indented by about five spaces. In article titles, only the first letter should be capitalized. If a colon appears in the title, the first letter after the colon should also be capitalized. The title should not be placed in quotations, underlined or italicized. All major words in the title of a journal should be capitalized; for example, *The Journal of Personality and Social Psychology*. Longer works such as books and journals should appear in italics.

Use this form for a basic book reference. Pay close attention to punctuation and capitalization:

Author's last name, Initials of Author's name. (Year). *Title of Book*. City of Publication: *Publisher's Name.

Pinker, S. (1994). *The Language Instinct*. New York: Morrow.

TWO OR MORE AUTHORS

Oshima, A. & Hogue, A. (2014). *Longman Academic Writing Series 2: Paragraphs*. (pp. 10–11). White Plains: Pearson.

Churchill, R., Ferguson, P., Godinho, S., Johnson, N. F., Keddie, A., Lets, W., & Mackay, J. (2013). *Teaching: Making a difference*. Sydney: John Wiley & Sons.

NO AUTHOR

If the author is an organization or government agency, cite the title first, then the year of publication, followed by the full name of the organization.

Cancer facts and statistics. (2012). American Cancer Society.

MORE THAN ONE EDITION

Put the number and the abbreviation “ed.” (2nd ed., 3rd ed., 4th ed., and so on) after the title, followed by a period.

Wade, C. & Tavis, C. (2011). *Psychology*. 10th ed. Boston: Pearson.

ENCYCLOPEDIA ARTICLE

Use the author’s name if it is given. If there is no author, put the title of the article first. Only capitalize the first letter of the article title. Italicize the title of the encyclopedia. Put the edition number if there is one; if there is none, use the year. Add the volume number and the page numbers of the article.

Bergman, P.G. (1993). Relativity. In *The new encyclopedia britannica*: (vol. 26, pp. 501–508). Chicago: Encyclopedia Britannica.

MAGAZINE ARTICLE

Only capitalize the first word of the title. Include the year and month and the page number or numbers on which the article appears. Abbreviate the names of months except May, June, and July.

Rapoport, A. (2012, July/Aug). School for success. *Mother Jones*, 44–49.

NEWSPAPER ARTICLE

Hutcheon, S. (2011, March 25). iPad 2 leading the charge. *The Brisbane Times*.

ONLINE SOURCE

A reference to an electronic source is very similar to that of any other reference; however, you need to also include the URL of the document.

Kazilek, C.J. (2012). A matter of scale. *Ask a Biologist*. Retrieved from <http://askabiologist.asu.edu/explore/matter-scale>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

Greenhouse, S. (2013, May 13). Major retailers join Bangladesh safety plan. *New York Times*. Retrieved from: <http://www.nytimes/2013/05/13/world/asiapacific/retailers-agree-to-safety-plan>

Remember to use the following format:

- Capitalize the title of the References list and place it flush left on the page.
- Put the list in alphabetical order by author's last name (or the title of the work if there is no author).
- Double-space everything.
- Indent the second line of each citation 5 spaces or 1/2 inch.

References

- Bergman, P.G. (1993). Relativity. In *The new encyclopedia britannica*: (vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
- Biber, D., Johansson, S., Leech, G., Conrad, S., & Finegan, E. (1999). *Longman Grammar of Spoken and Written English*. Harlow: Pearson
- Churchill, R., Ferguson, P., Godinho, S., Johnson, N. F., Keddle, A., Lets, W., & Mackay, J. (2013). *Teaching: Making a difference*. Sydney: John Wiley & Sons.
- Greenhouse, S. (2013, May 13). Major retailers join Bangladesh safety plan. *New York Times*. Retrieved from: <http://www.nytimes/2013/05/13/world/asiapacific/retailers-agree-to-safety-plan>
- Hutcheon, S. (2011, March 25). iPad 2 leading the charge. *The Brisbane Times*.
- Kazilek, C.J. (2012). A matter of scale. *Ask a Biologist*. Retrieved from <http://askabiologist.asu.edu/explore/matter-scale>
- Oshima, A. & Hogue, A. (2014). *Longman Academic Writing 2: Paragraphs*. (pp. 10-11). White Plains: Pearson.
- Pinker, S. (1994). *The Language Instinct*. New York: Morrow.
- Rapoport, A. (2012, July/Aug). School for success. *Mother Jones*, 44-49.
- Rick, T. C., & Erlandson, J. M. (2009, August 21). Coastal exploitation. *Science*, 325, 952-953.
- Wade, C. & Tavis, C. *Psychology*. (2011). 10th ed. Boston: Pearson.

PRACTICE 2 Using APA Format

Using the information above to help you, change each MLA format Works Cited entry into an APA format Reference.

1. Bennett, Jeffrey and Seth Shostak. *Life in the Universe*. 3rd ed. San Francisco: Addison-Wesley, 2012. Print.

APA format: _____

2. Fallows, James. "Mr. China Comes to America." *Atlantic*. 2012: 54-66. Print.

APA format: _____

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3. Horner, Bruce, et al. "Toward a Multilingual Composition Scholarship: From English Only to a Translingual Form." *College Composition and Communication*. 63.2 (2011): 269–300. Print. [The other authors are Samantha NeCamp and Christianne Donahue.]

APA format: _____

4. Rich, Motoko. "For Young Latino Readers, an Image Is Missing." *New York Times* 5 Dec. 2012, National Edition Sec.A:10,16. Print.

APA format: _____

5. Leonard, Andrew. "How Consumer Brainwashed Are You?" *Salon.com*. Salon Media Group, 4 Dec. 2012. Web. 5 Dec. 2012.

APA format: _____

6. "Demographic Profiles of the Island Areas: 2010 Census." *Census Bureau Homepage*. United States Census Bureau, 29 Nov. 2012. Web. 5 Dec. 2012.

APA format: _____

PRACTICE 3

Creating an APA References Page

On a separate sheet of paper, write the heading "References." Then list each of the following sources in APA style and in alphabetical order.

1. A book entitled *Sociology: A Down-to-Earth Approach* written by James M. Henslin published by Allyn & Bacon in Boston in 2010. This is its 10th edition.
2. A magazine article entitled "Utopia for Beginners" written by Joshua Foer which appeared on pages 86–97 of the December 24, 2012 issue of *The New Yorker* magazine.
3. A newspaper article entitled "World's tallest dam approved by Chinese officials" on page A1 of the May 17, 2013, issue of the *Guardian* newspaper. The author's name is Jonathan Kaiman.
4. An article in an online encyclopedia. The title of the article is "What is Biodiversity?" The author's name is Alexandra Mushegian. The website is *Encyclopedia of life*. The copyright date is 2011 and the site's address is http://eol.org/info/about_biodiversity
5. A website published by the U.S. State Department. The website contains an article titled "Tips for Travel Abroad." The website's address is http://travel.state.gov/travel/tips/tips_1232.html. The article was updated on February 28, 2013.
6. A website published by the U.S. Food and Drug Administration. The website contains an article titled "How to Report a Pet Food Complaint." The website's address is <http://www.fda.gov/AnimalVeterinary/SafetyHealth/ReportaProblem/ucm182403.htm>. The article was updated on February 24, 2012.