Read This First

This Guide

For many of your classes, you will be expected to formally acknowledge the sources you have used. While this guide does not provide examples for every possible source, it is complete enough to aid you in this in most circumstances. You may need to consult with the specific style’s handbook for more information.

It also presents the information regarding citations in a way which may be more beneficial to those who must use more than one style, either for a single course (like ENGL 111) or because different instructors may require different styles.

Academic Honesty Standards

Ivy Tech Community College of Indiana is committed to academic integrity. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating, aiding cheating, or other acts of academic dishonesty, data misrepresentation, falsification of academic records or documents, unauthorized access to computerized academic or administrative records, and plagiarism are against college rules. Students caught engaging in academic dishonesty or plagiarism face potential disciplinary action, which may include, but is not limited to: a verbal reprimand; failure of the exam, quiz, project, assignment, or course; suspension from the college (one calendar year); and dismissal from the college (five years; student may appeal for reinstatement) (“Code of Student Rights...” 11-22).

Plagiarism

In the Ivy Tech Community College Code of Student Rights and Responsibilities, it defines plagiarism as the act of “presenting within one’s own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person’s authorship” (“Code of Student Rights...” 11).

As such, all direct quotations, paraphrases, or summaries used by a student must be acknowledged using citations, which includes both the in-text component indicating material from a source has been used and the appropriate entry on the bibliographic page which contains all of the information necessary to find the source used.

Your instructor will introduce you to strategies to avoid plagiarism. If you have any questions regarding plagiarism, please consult with your instructor, tutor, or a librarian.

Additional Notes

This guide was created using the MLA and APA handbooks, as well as other texts, and with assistance and support from the Muncie campus’s English Department. Please remember that your instructor may have different requirements for your papers and citations than this guide shows and, in the event of a conflict, your instructor’s requirements should be followed rather than this guide.

This guide is maintained by Sean C. Smith and the Muncie campus library staff. Please submit any comments, questions, or concerns regarding this guide, its accuracy, or suggestions for improvement via email to scsmith@ivytech.edu.
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2
Finding and Evaluating Sources

Finding Sources

Ivy Tech offers a variety of potential sources for your use, accessible at library.ivytech.edu or through the links on BlackBoard and Campus Connect. Though some materials are available in print, most resources are electronic and require the use of Ivy Tech’s subscription databases or the use of IvyCat, the online card catalog. The databases are a good place to find reliable sources, both scholarly and non-scholarly, for your work. The library and the databases should be your first stop when looking for sources. The information there can generally be considered accurate, current, and acceptable for research purposes in your classes.

A Word About Databases

The databases Ivy Tech subscribes to are accessed through database aggregators—essentially search engines for databases. To properly cite these sources, though, you must list the actual database used (Academic Search Premier, ProQuest Research Library, Gale Nursing and Allied Health), not the aggregator (EBSCOHost, ProQuest, Gale).

In the modern world, the internet has made information easily available, and many students rely heavily on the internet to help them find sources. While there are legitimate sources available online, much of what is out there is inaccurate, out of date, non-academic, and sometimes purposefully wrong! As such, you need to evaluate online sources before using them. If your instructor permits the use of online sources and you choose to use them, here are some things to consider:

Evaluating Online Sources

Authority: Check the site for an author, the author’s qualifications, and contact information. Does the site contain a bibliography with citations, or is the information just opinion without cited evidence to back it up? Does the URL suggest anything about the site’s legitimacy?

Accuracy: How accurate is the information? Does it match up with what other sources say? Can you find the same information in a more traditional and legitimate source? Check its sources - do they exist? Could they be used instead of this online source?

Publisher: Check the site for its sponsor. Who runs the website and what is the purpose? Is it an academic institution? Is it a corporation? Does the publisher seem trustworthy?

Currency: Check to make sure the site is continually updated, and that the information is recent and similar to that found in other sources. If there’s no date, the source may be outdated.

Objectivity: Check the site for bias. Does the site attempt to sway the opinion of its audience? Does it promote a product? Is the purpose or goal clearly stated?

Note: A student can learn a lot about a website by checking its URL. Always check the domain extension (com, .gov, .edu, .org). If you have a question regarding the authenticity of a website, please contact your instructor or a librarian.
General Style Principles

How to Use this Section

This is a special section of the guide. It provides some general rules and considerations to keep in mind when using the two styles (MLA and APA) covered in the guide. This also lists various terms you need to know. This information is vital to your success!

What is Meant by “Style”?

In this context, style means the rules regarding manuscript format and citations as determined by a professional organization for its members and/or for students. For the purpose of this guide, the primary styles used are MLA and APA. Each is detailed later in its own section.

Manuscript Format

Manuscript format is the layout of the document you create - things like margins, typeface/font choices, cover pages, etc. Each style has particular specific requirements and others which may vary by instructor. A few basics that will likely be required are:

• 1” margins
• Double spacing throughout the document
• A header (runs inside the top margin, usually with the page number and 1 other piece of identifying information)
• A header (at the beginning of the document with information to identify the student)

Other requirements will be determined by the style or by the instructor.

Citations

Citations include both the in-text citations (which appear within the body of your essay or other work) and the bibliographic page (the list of sources used within the document, located at the end of the piece).

In-Text Citations

There are two types of in-text citations:

• Signal phrases - An announcement to the reader that material from a source is going to be used. The author is mentioned within the signal phrase (usually at the beginning of the sentence). If a verb is used, different verb tenses are required for MLA and APA. APA also places the date in parentheses after the author. Page numbers may need to be included in parentheses after the material.

• End citations - The entire citation is placed in parentheses after the material from the source. It usually includes the author and page number; APA includes the year of publication as well.

If there is no author, the title of the piece can be used instead to create the in-text citation; otherwise, titles of sources should not generally need to be mentioned in-text. Authors use last names only in most circumstances; honorifics and titles (Mrs., Dr., PhD, etc.) should be omitted unless needed to establish a source’s credentials.

Please refer to the examples in the MLA and APA sections of this guide.

Page Numbers (In-text citations)

Page numbers for in-text citations reference only the exact page (or short range of pages) where the material from the source is located. Do not give the entire page range for the source as a whole.
Bibliographic Pages

A bibliographic page typically lists the sources you used within the paper. Each style calls this page something different. For MLA, it is labeled Works Cited; for APA, it is labeled References. Both labels are always plural, regardless of how many sources are listed.

Entries are arranged alphabetically by the last names of the authors; they are also double-spaced. If there is no author, the title of the piece is used instead.

A few other elements associated with citations are discussed further below.

Authors

Authors can be people, organizations, government agencies, etc. When citing authors on the bibliographic page (Works Cited/References), you do not include any type of professional or academic designation (Ph.D., MD, Dr., etc.). Inclusion of those items is incorrect for both citation styles.

In addition, multiple authors can be quite common for articles in academic journals, especially in the sciences. **Authors for a source are always listed in the order they appear on the title page of the article**; do not alphabetize them or otherwise change their order. Only the list of entries on the bibliographic page is arranged alphabetically.

Titles

Titles of sources are formatted in particular ways to indicate that they are titles and what basic type of source they are. Two formats are consistent with MLA and APA; APA has two additional formatting conditions (described in the APA section of this guide) to be aware of.

Generally, the following rules apply:

- **Long sources** or **whole sources** use *italics* (*Title of the Source*).
- **Short sources** or **parts of a whole** are placed within “*quotation marks*” (“Title of the Source”).

Additional information for APA is discussed later, as APA has several exceptions to consider.

Page Numbers (bibliographic pages)

Page numbers listed on a bibliographic page must list all pages for the source if it is a smaller part of a whole (e.g., articles). Articles which skip pages are handled somewhat differently (refer to the Article in a Magazine - Monthly/Bi-Monthly for an example of this).

DOI:

A DOI (Digital Object Identifier) is a code composed of numbers and letters used to identify articles and books found online or in databases, somewhat like a barcode is used to identify products you buy at a store. Because the use of DOIs is a recent creation and not universal, many articles and books do not have assigned DOIs. Many databases use their own codes to identify articles; however, these are not considered DOIs and should not be used in place of one. A DOI in a citation typically looks like: doi:##.####/XXX.#####. The exact count of numbers and letters varies, but a DOI will always be preceded by doi: when listed.

Whenever a DOI is available, you should use it in your bibliographic page entry for the source.
Getting Started in MLA (8th edition)

What is MLA?

MLA is short for Modern Language Association. It is a style designed for citations (to help students avoid plagiarism and appropriately cite their sources in the text of their documents and in their bibliographies) and a manuscript format for the layout of papers (to help students present their work effectively).

Students in the humanities use MLA as their primary citation format in their field of study. MLA was designed specifically for students to use in constructing papers and creating citations.

Changes from 7th to 8th Edition

Since MLA has changed fundamental elements of their citation style with the 8th edition of their handbook, a list of some changes has been provided to help those who learned 7th edition transition effectively to the new requirements. While most rules are still similar to what is already known, key elements of the citation have been revisited and some long-standing rules have been changed.

- The concept of the container has been introduced, which contains the publication information for the source, separated by commas
- Et al. is required for all citations involving a source with 3 or more authors
- Works Cited entries now use p. or pp. with page numbers (in-text citations, however, still only use the page number by itself)
- MLA no longer requires the city of publication for books in most circumstances
- The medium of publication has been removed
- URLs are recommended for all web sources (omit the http://) - instructors may permit students to omit this information
- DOIs should be used whenever possible for online sources
- Long quotations are only indented 1/2”, rather than 1”

This is not a complete list; other changes are minor or will be encountered with specific types of sources. Always consult your handbook to check your work.

MLA Basics to Know

When you work with MLA, there are a few general guidelines to remember.

- Primarily concerned with authors and page numbers
- Uses the present tense in signal phrases
- Uses standard capitalization for all titles
- Titles are in italics or “quotation marks,” depending on source type
- Requires page numbers to be used whenever available
- Abbreviates all months for bibliographic entries except May, June, and July

Manuscript Format

MLA manuscript format is very basic and adaptable. A sample is provided at the end of this section.
Citation Basics

**MLA Containers**

MLA has introduced the concept of the ‘container’ as a means to provide similar sets of information regarding a source’s origins, especially for sources which exist in one form but are obtained through another medium or means (such as a print article found online or in a database). Prior to this, all publication information was contained in a single section, which varied from one source type to the next.

Though the container portions of the citation contain similar information to that of the old publication information section, each container is considered separately as a whole (and enclosed by periods), with the elements within each container separated by commas. The general setup for a container is:

- **Title of Container, Other Contributors, Version, Number, Publisher, Publication Date, Location.**

Most sources only need some of this information; few will ever require all of these elements.

Let’s look at an article as an example. An article typically has a periodical of some sort as its primary container. That container could have any or all of the following elements: the title of the periodical, volume number, issue number, date, page numbers. Those elements would be shown as:


See how it begins with the name of the container (*Periodical Title*), then adds each element (separated by commas), and ends the container with a period.

If that’s the only container used, then the citation is complete. However, since a lot of research is done online or through databases, there are often additional containers involved. For example, you will likely obtain most of your sources through Ivy Tech’s databases. This second container, then, would have to be added to your citation to accurately attribute your source:

- “Title of Article.” Container 1 - periodical. *Database Name*, location information (URL* or DOI).

In this second example of a container, we have less information - just the database name and location information. Different containers may require other elements: a website may require the date of access if it does not have a stable (unchanging) URL or the name of the site publisher if it is not the same as the site itself. The location information in this case could be the URL or the DOI (if available). *Since databases are searchable, your instructor might ask you to omit the URL, leaving only the database name as the second container information. This is particularly true for articles found through EBSCOHost or ProQuest – those services do not generally have stable URLs, and thus will only list the database in most situations.*

All sources will have one container; many of those used by students will have two containers. While rare, it is possible to have sources with three or more containers; just continue the basic pattern until all containers have been accounted for in the citation.

**Generic Templates**

Here are generic citation templates for MLA bibliographic entries and in-text citations.

**MLA generic bibliography entry:**

- Lastname, Firstname M. *Title*. Container information. Additional container information (if needed).

The container information has the various pieces of information necessary to identify the source.
**MLA generic in-text citation (signal phrase):**

Lastname states that . . . (Page#).

Note that the **present tense** (states) is used, and the page number is in parentheses at the end of the sentence. The period comes after the citation.

**MLA sample in-text citation (end citation)**

Material taken from source (Lastname Page#).

Note that the period goes after the final parenthesis, and there is no punctuation separating the elements of the citation.

**MLA Long/Block Quotation Format:**

While most quotations from a source will use standard in-text citations, ones which are longer require a different format. These requirements are:

- The quoted material must be five lines of text or more
- The entire quotation is indented 5 spaces/one-half inch/one standard tab and double-spaced
- It starts with a signal phrase naming the author and providing context, followed by a colon
- Quotation marks are NOT used
- The period comes before the page number
- The quoted material includes context afterwards (you do not start a new paragraph immediately after the quoted material; finish the one the quotation is part of)

**Sample:**

Lastname argues that this issue is important:

A signal phrase introduces the quoted material, with the verb in present tense. It is presented without quotation marks and indented five spaces/one-half inch from the left side. It is also double-spaced like the rest of the document. It has to run at least five lines to require long/block quotation format. A period should be placed where the quotation ends, and the page number is included in parentheses after that. Afterward, the paragraph continues, rather than starting a new one. (Page#)

Then the paragraph continues and explains the quoted material as thoroughly as possible. Note that it is not indented, because we have resumed the regular portion of the paragraph we already started.

Then we move on to a new paragraph.

**Sample Paper:** Next is a sample paper which shows the basics of MLA manuscript format.
Student’s Name
Class/Section
Instructor’s Name
Day Month Year

Centered Title of Paper

The entire paper is double-spaced, and all margins would be set to one inch. No cover sheet or cover page is needed when writing in MLA, but if your instructor asks for one, ask the instructor how he or she would like to have it set up. Use the Header tool in your word processing software to place your last name and page number in the top right corner.

The heading usually contains specific information to help your instructor know who you are, what class you are in, and similar information. The order of information listed above is consistent with the Little Seagull Handbook, but your instructor may ask for it to be in a different order or include other information (word count, the assignment name, etc.).

Your instructor may have other guidelines for you. Ask your instructor if you are unclear as to what those guidelines are. Your instructor's guidelines are more important than this guide, the Little Seagull Handbook, or the MLA and APA handbooks. Always defer to your instructor's guidelines, as your instructor is the one grading your work.

IMPORTANT NOTE: At the end of this handbook, there are additional materials for MLA which further illustrate the differences between 7th and 8th edition, side by side. If you are having difficulty seeing those differences, refer to that section for more help.
Works Cited


pp. 201-213. *Academic Search Premier*.

The page is labeled Works Cited (plural, no additional formatting changes other than being centered at the top). All margins are one inch. Use the Header tool to insert your name and the page number at the 1/2” mark throughout the document. On the Works Cited page, entries should be in alphabetical order by author’s last name (or title if no author is listed), use a hanging indent (all lines except first indented five spaces), and be double-spaced. URLs are recommended for online sources, but not required; your instructor may allow you to omit the URL. In the last entry above, the URL was omitted because Academic Search Premier is one of the databases searched through EBSCOHost and thus will not have a stable URL. If a DOI is available, use it instead to simplify the citation. In the entry for the final source listed above, there is no DOI because the source predates the use of DOIs and thus has not yet been assigned one.
Getting Started in APA (6th edition)

**What is APA?**

APA is short for the American Psychological Association, the organization which created and maintains this style. It is a style designed for citations (to help those using it avoid plagiarism and appropriately cite their sources in the text of their documents and in their bibliographies), with a manuscript format for the layout of documents (for publication).

Students in the social sciences, education, and health care will use APA as the primary citation format in their field of study. APA was designed specifically for professionals who are writing articles for publication. As such, many of its requirements are not designed for students and may be altered by your instructor for easier use.

**APA Basics to Know**

When you work with APA, there are a few general guidelines to remember.

- Primarily concerned with dates
- Uses the past or present perfect tense in signal phrases
- Has different rules for formatting and capitalization of titles depending on where they appear
- Does not always require page numbers to be used

**Manuscript Format**

APA manuscript format is designed for publishing papers. It includes:

- 12 point Times New Roman typeface/font
- A title page (first page)
- An abstract (second page)
- Running head (a special header with the SHORT TITLE of the paper in all capital letters on the left and the page number on the right)

Some of these requirements might not be appropriate for some papers or your instructor may prefer some variation of these rules. APA does permit this for students, but if you are headed into a more advanced degree in a subject where APA is used, you will be expected to adhere to the standard requirements.

**Citations**

APA citations have a few peculiarities you need to learn in order to master them. Some aspects are subtle - pay close attention to capitalization of titles and what elements get italicized.

**Generic Templates**

Here are generic citation templates for APA bibliographic entries and in-text citations.

**APA generic bibliographic entry format:**

Lastname, F(irst initial). M. (Date). *Title*. Publication information.

Note that APA bibliographic entries do not use the author’s full name. Only the first initial is required; the middle initial should be included if it is listed on the source or will reduce confusion between two authors with the same first initial and last name.
**APA generic in-text citation (signal phrase):**

Lastname (Year) stated that . . . (p. Page#).

The past tense (stated) is used, the year comes in parentheses after the author, and the page number is in parentheses at the end of the sentence. The page number has p. in front of it (for single pages; use pp. for multiple page numbers in a citation). Present perfect tense (“has stated”) could also be used.

**APA generic in-text citation (end citation):**

Material taken from source (Lastname, Year, p. Page#).

Note that the period comes after the final parenthesis. APA generally recommends using end citations only when it is clear that the material has come from a source.

**APA Page Numbers:**

Page numbers are required for direct quotations; they are also used when they would help the reader locate the information in the original source (e.g., long sources), unless the source does not have page numbers.

Page numbers in the in-text citations are always accompanied by p. or pp. (single page/multiple pages).

**APA Long/Block Quotation Format:**

While most quotations from a source will use standard in-text citations, ones which are longer require a different format. These requirements are:

- The quoted material must be 40 words or more in length
- The entire quotation is indented 5 spaces/one-half inch/one standard tab and double-spaced
- It starts with a signal phrase naming the author and providing context, followed by a colon
- Quotation marks are NOT used
- The period comes before the page number
- The quoted material includes context afterwards (you do not start a new paragraph immediately after the quoted material; finish the one the quotation is part of)

**Sample:**

Lastname (Year) argued that this issue is important:

A signal phrase introduces the quoted material, with the year in parentheses after the author and the signal phrase verb in past tense. It is presented without quotation marks and indented five spaces/one-half inch from the left side. It is also double-spaced like the rest of the document. The quoted material has to be at least 40 words in length to require long/block quotation format. A period should be placed where the quotation ends, and the page number is included in parentheses after that. Afterward, the paragraph continues, rather than starting a new one. (p. Page#)

Then the paragraph continues and explains the quoted material as thoroughly as possible. Note that it is not indented, because we have resumed the regular portion of the paragraph we already started.

Then we move on to a new paragraph.
**Titles of Sources in APA Documents**

APA has additional rules on how to format and capitalize the titles of sources within a document. This is dependent partly on the type of source used, but also takes into account where the title of the source is mentioned. These rules are explained next, along with a basic chart for easy reference.

**Titles in In-text Citations/Within the Body of the Document:**

For titles which occur within the body of the document, use standard rules for capitalization and either *italics (A Sample Title)* or “quotation marks” (“A Sample Title”), depending on the type of source you have (refer back to the General Style Principles section of this guide).

**Titles on the References Page:**

On the References page, there are two changes which occur.

First, sources which use “quotation marks” within the body of the document have **no formatting** at all (A sample title). Sources which use *italics*, however, continue to use that format (*A sample title*).

Second, as you may have noticed in the examples in the previous paragraph, something also happens to the capitalization of those titles. On the References page, **many titles do NOT follow standard capitalization rules**. Only the first letter of the first word, proper nouns, and the first letter of the first word of a subtitle are capitalized for most sources. **Journals, newspapers, and magazines**, however, use **standard capitalization** for the title of the publication (not the article, though). Please refer to the appropriate examples in this document for more assistance.

If you have trouble remembering this or need a quick reference, this chart provides a visual guide to the rules described above for APA.

<table>
<thead>
<tr>
<th>Source Types:</th>
<th>Source Types:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Types:</td>
<td>Source Types:</td>
</tr>
<tr>
<td>Where the Title is Used</td>
<td></td>
</tr>
<tr>
<td><strong>Long</strong> Sources (e.g., books)</td>
<td><strong>Short</strong> Sources (e.g., poems)</td>
</tr>
<tr>
<td><strong>Whole</strong> Sources (e.g., journals)</td>
<td><strong>Parts</strong> of a Whole (e.g., articles)</td>
</tr>
<tr>
<td>Within the body of the document</td>
<td><em>A Sample Title</em></td>
</tr>
<tr>
<td>References page</td>
<td><em>A sample title</em></td>
</tr>
<tr>
<td>References page (titles of journals, magazines, and newspapers only)</td>
<td><em>A Sample Title</em></td>
</tr>
</tbody>
</table>

**Sample Paper:** Next is a sample paper which shows the basics of APA manuscript format.
The first page of an APA document is the cover or title page.

Running head: SHORTENED TITLE (The running head would be 1/2'' from top of page)

Full Title of Paper

Student’s Name

Ivy Tech Community College

[Your instructor may request you put other information here as well, such as the course number and date]

Note that the header has the words Running head: in front of the SHORTENED TITLE - this only occurs on the first page. The heading information is approximately in the center of the page and can contain additional information beyond that which is shown. The SHORTENED TITLE and Full Title of Paper should not be the exact same - otherwise, it wouldn’t be a short title.
The second page of an APA document is the abstract:

**SHORTENED TITLE** (in ALL CAPS, 1/2” from the top)

Abstract

"Abstract" just means summary. You will use this space to give a brief summary of your paper. This is a good place to state your thesis statement and explain what evidence you are going to present that supports your thesis statement. The length of your abstract may vary (usually 100-120 words), but will generally not exceed one page total. Note the first line is not indented, as the abstract is not a regular paragraph. For short papers, your instructor might ask you to omit the abstract. Note that the words Running head are no longer in the header.

Finally, the third page is the actual start of the essay, paper, etc.

**SHORTENED TITLE**

Centered Full Title of Paper

Note that the title is given again on the third page of the paper, in full. The entire paper is double-spaced, and all margins are set to one inch.

Your instructor may have other guidelines for you. Ask your instructor if you are unclear as to what those guidelines are. *Your instructor's guidelines are more important than this guide, the Little Seagull Handbook, or the MLA and APA handbooks.* Always defer to your instructor's guidelines, as your instructor is the one grading your work.
References


The page is labeled References (plural, no additional formatting changes other than being centered at the top). All margins are one inch. Use the header tool to insert a short version of the title in all capital letters and the page number at the 1/2” mark throughout the document. On the References page, entries should be in alphabetical order by author’s last name (or title, if no author is listed), use a hanging indent of five spaces (one tab) each line after the first line, and be double-spaced.

Also note how APA handles capitalization on the References page: Article and Book titles capitalize only the first word and proper nouns, while Journal, Newspaper, and Magazine titles are capitalized normally.
Citation Examples

How to Use this Section

This section of the handbook lists various types of sources you might typically use for a class assignment involving research. Each listing provides side-by-side examples for bibliographic entries and in-text citations in current MLA and APA styles. Please note that this is not an exhaustive list - this guide does not provide all types of citations which may be needed, and you are expected to use the other resources as necessary to create other citations which may not be listed here. Not all examples will be for real sources.

Bibliographic Entries

Bibliographic entry examples will show up in two boxes, one for MLA (on the left) and the other for APA (on the right), using the following pattern:

**Bibliographic Page Entries**

**MLA Works Cited:**
A generic form of the MLA citation appears first.

A sample MLA entry for a PRINT version of the source appears second.

A sample MLA entry for an ONLINE version of the source may appear third. **Note: online entries will vary from those presented, depending on where the source was obtained. Not all entries will show an actual example. Generic forms are not included.**

**APA References:**
A generic form of the APA citation appears first.

A sample APA entry for a PRINT version of the source appears second.

A sample APA entry for an ONLINE version of the source may appear third. **Note: online entries will vary from those presented, depending on where the source was obtained. Not all entries will show an actual example. Generic forms are not included.**

Below each box will be notes over each style to help you with the citations.

The same basic setup will be used for the in-text citations, with the following differences in the pattern:

**In-Text Citations**

**MLA In-Text Citation:**
*Signal phrase:* MLA generic format

MLA signal phrase example

*End citation:* MLA generic format

MLA end citation example

**APA In-Text Citation:**
*Signal phrase:* APA generic format

APA signal phrase example

*End citation:* APA generic format

APA end citation example

For some types of sources, examples of or information for a citation may be omitted or refer you back to another example to conserve space and reduce clutter.
**Book - General**

**NOTE ABOUT AUTHORS (Single/Multiple):** Authors for books are handled the same way both for the bibliographic (Works Cited/References) entries and the in-text citations as noted in the sections for Articles from a Journal. The examples below are generally for single authors; for multiple authors, simply refer to the section for Articles from a Journal - Multiple Authors and substitute the guidelines for multiple authors.

### Bibliographic Page Entries

**MLA Works Cited:**

**Print -**
Lastname, Firstname M. *Book Title*. Publisher, Year.


**Online -**
www.gutenberg.org/cache/epub/345/pg345.txt.

**MLA NOTES:** Publisher names should be given in full, omitting only business names (e.g., Inc.). For a University Press, abbreviate that portion of the name as UP. In general, the city of publication is not needed in MLA. For the *online* version, the URL has only the website address, without http://. The entry still ends with a period, even though it uses a URL.

### In-Text Citations

**MLA In-Text Citation:**

**Signal phrase:** Lastname states . . . (Page#).
Stoker states . . . (34).

**End citation:** (Lastname Page#).
Material from source (Stoker 34).

**MLA Notes:** Signal phrases use present tense verbs. In the end citation, no punctuation separates the elements. A period goes after the final parenthesis.

**APA References:**

**Print -**
Lastname, F. M. (Year). *Book title*. City, State: Publisher.


**Online -**

**APA NOTES:** The author’s first initial is used, rather than the full first name. List the state’s 2-letter abbreviation for cities within the United States. Publisher names are given in full. For the *online* version, remove the city and state and use the website retrieval information or the DOI, if available. The online entry does not end with any punctuation because it uses a URL.

**APA In-Text Citation:**

**Signal phrase:** Lastname (Year) stated . . . (p. Page#).
Stoker (1897) stated . . . (p. 34).

**End citation:** (Lastname, Year, p. Page#).
Material from source (Stoker, 1897, p. 34).

**APA Notes:** Signal phrases use past tense (or present perfect). A “p.” precedes the page number. In the end citation, commas separate the elements. A period goes after the final parenthesis.
# Book -- Multiple Works by the Same Author

## Bibliographic Page Entries

<table>
<thead>
<tr>
<th><strong>MLA Works Cited:</strong></th>
<th><strong>APA References:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print -</strong></td>
<td><strong>Print -</strong></td>
</tr>
<tr>
<td>Lastname, Firstname M. <em>Book Title</em>. Publisher, Year.</td>
<td>Lastname, F. M. (Year). <em>Book title</em>. City, State: Publisher.</td>
</tr>
<tr>
<td>---. <em>Book Title</em>. Publisher, Year.</td>
<td>Lastname, F. M. (Year). <em>Book title</em>. City, State: Publisher.</td>
</tr>
</tbody>
</table>

**Online - (adjust each entry to add in the electronic retrieval information)**

### MLA Notes:
List the first work as normal, then list all other works by replacing the author's name with three hyphens (---) followed by a period. Entries by the same author should be listed alphabetically by title.

### APA Notes:
List the entries by the same author in chronological order by year of publication (earliest first), providing complete information for all entries. If the sources have the same year of publication, add lowercase letters to the year (1938a, 1938b) to distinguish them from one another.

## In-Text Citations

<table>
<thead>
<tr>
<th><strong>MLA In-Text Citation:</strong></th>
<th><strong>APA In-Text Citation:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source 1:</strong> In Title, Lastname says . . . (Page#).</td>
<td><strong>Source 1:</strong> Lastname (Year) said . . . (p. Page#).</td>
</tr>
<tr>
<td>In <em>Out of the Silent Planet</em>, Lewis says . . . (12).</td>
<td>Lewis (1938) said . . . (p. 12).</td>
</tr>
<tr>
<td><strong>Source 2:</strong> (Lastname, Title Page#).</td>
<td><strong>Source 2:</strong> (Lastname, Year, p. Page#).</td>
</tr>
<tr>
<td>Material from source (Lewis, <em>Till We Have</em>. . . 27).</td>
<td>Material from source (Lewis, 1956, p. 27).</td>
</tr>
</tbody>
</table>

**MLA Notes:** Signal phrases and end citations can be used interchangeably; just apply the appropriate rule. Titles should be shortened if needed (see the second example) and are in *italics* or “quotation marks”, depending on the source type. Place a comma between the author and title, but not between the title and page number.

**APA Notes:** Signal phrases and end citations can be used interchangeably; just apply the appropriate rule. Titles are not needed, but if you need to reference them, they can be shortened if needed and are in *italics* or “quotation marks”, depending on the source type.
Anthologies, textbooks, and encyclopedias are special kinds of books where an editor has compiled a collection of materials from various sources or contributors. As such, additional information is often needed for the citation - the editor, the name of the collection, edition, etc. Note that the in-text citations follow the same rules as any other book and are not detailed in full.

### Bibliographic Page Entries

<table>
<thead>
<tr>
<th><strong>MLA Works Cited:</strong></th>
<th><strong>APA References:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print -</strong></td>
<td><strong>Print -</strong></td>
</tr>
</tbody>
</table>

**Online - (adjust the entry to add in the electronic retrieval information)**

**MLA Notes:** The author of the **piece used** is listed first, not the editor. The editors are listed after edited by. Include the edition if it is after the first edition. The year of publication listed is for the collection, not the article or piece used. Use p. or pp. in front of the page numbers.

**APA Notes:** The author of the **piece used** is listed first, not the editor. The year of publication listed is for the collection, not the article or piece used. The editors use standard name order, are connected by an ampersand if there is more than one, and have (Ed.) or (Eds.) following. The page numbers for the piece used are enclosed in parentheses.

### In-Text Citations

<table>
<thead>
<tr>
<th><strong>MLA In-Text Citation:</strong></th>
<th><strong>APA In-Text Citation:</strong></th>
</tr>
</thead>
</table>

**MLA Notes:** Be sure you reference the author of the **piece used**, not the editor (there are rare exceptions to this).

**APA Notes:** In-text citations follow the same rules as any other book. The year of publication listed is for the collection, not the article or piece used. Be sure you reference the author of the **piece used**, not the editor (there are rare exceptions to this).
Book -- Unknown Authors and Translations

If a book does not have a listed author, and it was not published by a government agency, corporation, or other group entity, the title of the source will be used as the reference for it. These works are listed alphabetically on the bibliographic page, by title. Translated works add in another piece of information.

**Bibliographic Page Entries**

**MLA Works Cited:**

**Print -**

*Book Title.* Translated by Firstname Lastname, Publisher, Year.


**Online - (adjust the entry to add in the electronic retrieval information)**

**APA References:**

**Print -**

*Book title.* (Year). (F. Lastname, Trans.). City, State: Publisher.


**Online - (adjust the entry to add in the electronic retrieval information)**

**MLA Notes:** Begin with the title of the work, instead of the author. Add in any editors or translators as you would for an anthology or translation. If there are no translators or editors, omit that section of the citation.

**APA Notes:** Begin with the title of the work, instead of the author. Add in any editors or translators as you would for an anthology or translation. If there are no translators or editors, omit that section of the citation.

**In-Text Citations**

**MLA In-Text Citation:**

**Signal phrase:** In Shortened Title, . . . (Page#).

In *Beowulf*, . . . (19).

**End citation:** (Shortened Title Page#).

Material from source (*Beowulf* 19).

**APA Notes:** Refer to the title of the piece, not the translator or editor. Titles should be shortened if they run more than a few words. Title are in *italics* or “quotation marks”, depending on the type of source.

**APA In-Text Citation:**

**Signal phrase:** In Shortened Title (Year), . . . (p. Page#).


**End citation:** (Shortened Title, Year, p. Page#).


**APA Notes:** Refer to the title of the piece, not the translator or editor. Titles should be shortened if they run more than a few words. Title are in *italics* or “quotation marks”, depending on the type of source. Source titles referenced in an in-text citation follow standard capitalization rules.
In general, articles taken from scholarly/academic journals should be the primary sources you use for a lot of your college papers. They lend credibility to your work and provide more reliable (and potentially less biased) information than other sources might.

**Bibliographic Page Entries**

**MLA Works Cited:**

*Print -*

Lastname, Firstname M. "Article Title." *Journal Title*, vol. Volume#, no. Issue#, Mon. or Season Year, pp. Page#.


*Online -*


**APA References:**

*Print -*


*Online -*


**MLA Notes:** Use vol. and no. for volume and issue numbers. The month (abbreviated) or season can go before the date. Use p. or pp. to list page numbers for the whole article. Online sources reference the database (in italics) and DOI (if available). URLs are recommended, but not required. For database URLs, they must be stable ones – if they reference the search service (e.g., EBSCOHost), do not use them. The entry ends with a period.

**APA Notes:** The article title takes non-standard capitalization; the title of the journal takes regular capitalization. The volume number is in italics. The online example shows the article as if taken from one of our databases. A DOI could be used instead (refer to the two authors example to see this). This online entry does end with a period.

**In-Text Citations**

**MLA In-Text Citation:**

*Signal phrase:* Lastname indicates . . . (Page#).

Davis indicates . . . (23).

*End citation:* (Lastname Page#).

Material from source (Davis 23).

**APA In-Text Citation:**

*Signal phrase:* Lastname (Year) indicated . . . (p. Page#).

Davis (2010) indicated . . . (p. 23).

*End citation:* (Lastname, Year, p. Page#).

Material from source (Davis, 2010, p. 23).

**MLA Notes:** Signal phrases use present tense verbs. In the end citation, no punctuation separates the elements. A period goes after the final parenthesis.

**APA Notes:** Signal phrases use past tense (or present perfect). A “p.” precedes the page number. In the end citation, commas separate the elements. A period goes after the final parenthesis.
**Article from a Journal - Multiple Authors**

Articles from academic/scholarly journals often have multiple authors and, depending on how many there are, they are indicated differently for the bibliographic page and the in-text citations. The focus here is on the differences in how the authors are listed; as such, some information may be missing from the examples.

### Bibliographic Page Entries (2 AUTHORS)

#### MLA Works Cited:

**Print**


Jones, Ted C., and David Wise. “All Things Must Matter.” *Journal of Citation*, vol. 25, no. 7, 2015, pp. 73-96.

**Online**


**MLA Notes:** List both authors, linking them with the word “and”. The second author is listed as Firstname Lastname. Use a comma between the first author’s first name and the word “and”. The online entry does end with a period, even though it uses a DOI.

#### APA References:

**Print**


**Online**


**APA Notes:** List both authors, linking them with the ampersand (&) and using Lastname, F. order. Put a space between the first and middle initials if listed. Use a comma between an author’s first initial and the ampersand (&). The online entry does not end with a period because of the use of the DOI.

### In-Text Citations (2 AUTHORS)

#### MLA In-Text Citation:

**Signal phrase:** Lastname and Lastname state . . . (Page#).

Jones and Wise state . . . (75).

**End citation:** (Lastname and Lastname Page#).

Material from source (Jones and Wise 75).

**MLA Notes:** Both citations link the authors with the word “and”.

#### APA In-Text Citation:

**Signal phrase:** Lastname and Lastname (Year) stated . . . (p. Page#).

Jones and Wise (2015) stated . . . (p. 75).

**End citation:** (Lastname & Lastname, Year, p. Page#).

Material from source (Jones & Wise, 2015, p. 75).

**APA Notes:** APA uses “and” in the signal phrase and the ampersand (&) in the end citation.
### MLA Works Cited:
**Print** -
Lastname, Firstname M., et al. <insert standard article citation>.
Kirk, J., et al. <insert standard article citation>.

**Online** - (adjust the entry to add in the electronic retrieval information)

**MLA Notes:** Use only the first author, plus et al. (“and others”) - the period after et al. is required; all other elements are the same as a standard article citation.

### APA References:
**Print** -
Lastname, F. M., Lastname, F. M., & Lastname, F. M. <insert standard article citation>

**Online** - (adjust the entry to add in the electronic retrieval information)

**APA Notes:** List all authors, linking the last two with the ampersand (&); all other elements are the same as a standard article citation.

### In-Text Citations (3-5 AUTHORS)*

#### MLA In-Text Citation:
**Signal phrase:** Lastname et al. say . . . (Page#).
Kirk et al. say . . . (321).

**End citation:** (Lastname et al. Page#).
Material from source (Kirk et al. 321).

**MLA Notes:** All sources with 3 or more authors use “et al.” in both the signal phrase and end citation. There is no comma, but the period after et al. is required.

#### APA In-Text Citation:
**Signal phrase (FIRST MENTION):** Lastname, Lastname, and Lastname (Year) said . . . (p. Page#).

**Signal phrase (ALL OTHER MENTIONS):** Lastname et al. (Year) said . . . (p. Page#).
Kirk et al. (2001) said . . . (p. 321).

**End citation (FIRST MENTION):** (Lastname, Lastname, & Lastname, Year, p. Page#).
Material from source (Kirk, Nichols, & Foster, 2001, p. 321).

**End citation (ALL OTHER MENTIONS):** (Lastname et al., Year, p. Page#).
Material from source (Kirk et al., 2001, p. 321).

**APA Notes:** The first time the source is used in the paper at all, use the FIRST MENTION version. After that, no matter what type of citation, the ALL OTHER MENTIONS version would be used.  **This applies only to in-text citations for 3-5 authors in APA.**
Bibliographic Page Entries (7 OR MORE AUTHORS)*

**MLA Works Cited:**

*Print -*

SAME AS 3-6 AUTHORS.

*Online - (adjust the entry to add in the electronic retrieval information)*

**MLA Notes:** As noted, the entry is the same for any number of authors above two.

**APA References:**

*Print -*

Lastname, F. M., Lastname, F. M., Lastname, F. M., Lastname, F. M., Lastname, F. M., Lastname, F. M., . . . Lastname, F. M.

<insert standard article citation>.


*Online - (adjust the entry to add in the electronic retrieval information)*

**APA Notes:** *This rule applies to 7 or more authors.* List the first 6 as normal, then a comma, followed by an ellipsis (. . .) - the spaces need to be included. Then list the final author of the piece. All authors between the sixth author and the final author are omitted. No ampersand (&) is used. All other elements are the same as a standard article citation.

In-Text Citations (6 OR MORE AUTHORS)*

**MLA In-Text Citation:**

SAME AS 3-5 AUTHORS.

**MLA Notes:** As noted, the in-text citations are the same for any number of authors above two.

**APA In-Text Citation:**

*Signal phrase:* Lastname et al. (Year) claimed . . . (p. Page#).

Ivy et al. (2008) claimed . . . (p. 50).

*End citation:* (Lastname et al., Year, p. Page#).

Material from source (Ivy et al., 2008, p. 50).

**APA Notes:** Use et al. in both the signal phrase and end citation in all citations when a source has 6 or more authors.
Magazines

Magazines can be good sources to get overviews of ideas, a more down-to-earth take on a topic, or otherwise informally engage with information. Though lacking the credibility of academic journals, they can still be useful. Magazines can be published on various schedules; the first examples are for monthly/bi-monthly magazines; the second examples are for weekly/bi-weekly ones (which adds in the day).

Bibliographic Page Entries (Monthly/Bi-Monthly)

**MLA Works Cited:**

*Print -*

Lastname, Firstname M. "Article Title." Magazine Title, Mon. Year, pp. Page#.


*Online - (adjust the entry to add in the electronic retrieval information)*

**APA References:**

*Print -*

Lastname, F. M. (Year, Month). Article title. Magazine Title, Volume#(Issue#), Page#.


*Online - (adjust the entry to add in the electronic retrieval information)*

**MLA Notes:** Use standard three-letter abbreviations for all months except for May, June, and July. Volume and issue numbers are not usually included for magazines. This example has a title within a title (Terminator is the name of the movie referenced and is in italics). The article also skips pages after some point (as indicated by the + symbol).

**APA Notes:** Spell out the month completely. This example has a title within a title (Terminator is the name of the movie referenced and is in italics). The article title uses non-standard capitalization; the magazine title uses regular capitalization rules. Also, the article skips pages after some point (as indicated by the + symbol).

Bibliographic Page Entries (Weekly/Bi-Weekly)

**MLA Works Cited:**

*Print -*


*Online - (adjust the entry to add in the electronic retrieval information)*

**APA References:**

*Print -*


*Online - (adjust the entry to add in the electronic retrieval information)*

**MLA Notes:** The date of publication is listed in Day Month Year format.

**APA Notes:** The date of publication is listed in Year, Month Day format.

**In-Text Citations**

There is nothing special or different about the in-text citations for this type of source. Use the standard rules for the appropriate style.
Newspapers

Newspapers provide a quick way for people to access news of varying sorts - local, state, national, and international. Typically intended to be objective (presenting facts), they are limited in their scope in that they typically do not have much research and are written to sell newspapers.

Bibliographic Page Entries

**MLA Works Cited:**

*Print -*


*Online - (adjust the entry to add in the electronic retrieval information)*

**APA References:**

*Print -*

Lastname, F. M. (Year, Month Day). Article title. Newspaper Title, p. SectionPage#.


*Online - (adjust the entry to add in the electronic retrieval information)*

**MLA Notes:** Months are abbreviated except for May, June, and July. If no author is listed, begin with the title. The city is not needed for nationally published newspapers (e.g., The Wall Street Journal).

**APA Notes:** Spell out the month completely. The article title uses non-standard capitalization; the newspaper name uses standard capitalization. Page numbers are indicated with “p./pp.” in the entry. If it is an editorial, add the word [Editorial] after the title. If it is a letter to the editor, add [Letter to the editor] after the title. If no author is listed, begin with the title.

In-Text Citations

**MLA In-Text Citation:**

*Signal phrase:* Lastname says that . . . (Page#).* Werner says that . . . .

*End citation:* (Lastname Page#).* Material from source (Werner).

**APA In-Text Citation:**

*Signal phrase:* Lastname (Year) said that . . . (p. Page#).* Werner (2009) indicated that . . . .

*End citation:* (Lastname, Year, p. Page#).* Material from source (Werner, 2009).

**MLA Notes:** *This citation does not include a page number.* This is because the source is a single page in length and does not need the page number listed as a result.

**APA Notes:** *This citation does not include a page number.* This is because the source is a single page in length and does not need the page number listed as a result.
Government Documents

Government documents tend to be fairly reliable sources, generally with a lot of data. They can be accessed in a variety of ways - the examples below are merely generalizations of the basics.

**Bibliographic Page Entries**

**MLA Works Cited:**

*Online -*

Country/State/City, Agency Name. *Title of Document.* Publisher (if different from the author agency), Year.


*Online - (adjust the entry to add in the electronic retrieval information)*

**MLA Notes:** The agency name needs to be listed as fully as possible, with major units (from largest to smallest) separated by commas.

**APA References:**

*Online -*

Country/State/City Agency Name. (Year). *Title of document.* (Report# if available). Location: Publisher.


*Online - (adjust the entry to add in the electronic retrieval information)*

**APA Notes:** The agency name needs to be listed as fully possible.

**In-Text Citations**

**MLA In-Text Citation:**

*Signal phrase:* Agency Name finds. . . (Page#).

The U.S. Department of Education finds. . . (5).

*End citation:* (Agency Name Page#).

Material from source (United States, Dept. of Education 5).

**MLA Notes:** It is acceptable (and preferable) to use abbreviations if possible. Within the sentence, spell out words like “Department.” An end citation should use the abbreviated form. Once the agency has already been mentioned, DOE can be substituted thereafter. NCES could also have been referenced.

**APA In-Text Citation:**

*Signal phrase:* Agency Name (Year) found . . . (p. Page#).

The U.S. Department of Education (2016) found. . . (p. 5).

*End citation:* (Agency Name, Year, p. Page#).

Material from source (DOE, 2016, p. 5).

**APA Notes:** It is acceptable (and preferable) to use abbreviations, though the first mention should include the full name. As shown, once the agency has already been mentioned, DOE can be substituted thereafter. NCES could also have been referenced.
Websites have become a popular place for students to conduct research. However, they have a lot of drawbacks! If you plan to use a website, don’t forget to evaluate it before you use it. If a website has multiple authors, refer to the Article from a Journal - Multiple Authors section of this handbook for assistance. Library databases are not considered websites.

Bibliographic Page Entries

**MLA Works Cited:**

**Online -**

Lastname, Firstname M. "Title of Web Page." Title of Web Site. Name of Site Provider, Date of publication/most recent update, URL (without http://).


**APA References:**

**Online -**


**MLA Notes:** If no author is listed, use either the site’s name which produced the content (listed as the author) or the title of the web page. The URL does not have http:// preceding it, nor does it contain angle brackets. Since the website and site provider are the same (BBC News), it is only included once. The citation does end with a period.

**APA Notes:** If no author is listed, use either the site’s name which produced the content (listed as the author) or the title of the web page. If there is no date, use (n.d.). For sites which also have a search function, only the homepage URL is needed, rather than the direct link. Note that there is no period at the end of the citation.

In-Text Citations

**MLA In-Text Citation:**

**Signal phrase:** Lastname says . . .

Mardell says . . .

**End citation:** (Lastname)

Material from source (Mardell).

**APA In-Text Citation:**

**Signal phrase:** Lastname (Year) said . . .

Mardell (2011) said . . .

**End citation:** (Lastname, Year).

Material from source (Mardell, 2011).

**MLA Notes:** Since websites vary in length when printed and do not have formal page numbers, do not include page numbers for in-text citations. The phrase para. (for ‘paragraph’) can only be used if the source already lists paragraph numbers.

**APA Notes:** Since websites vary in length when printed and do not have formal page numbers, do not include page numbers for in-text citations. The use of para. (for ‘paragraph’) to indicate paragraph numbers is permitted, if your instructor asks for this information to be included.
For an art class, you might have to cite a particular work of art in a paper.

### Bibliographic Page Entries

#### MLA Works Cited:

**Print** -
-
Lastname, Firstname M. *Title of Work*. Year.
Institution, City.


**Online** -
-

**MLA Notes:** The use of ‘circa’ means that the exact year this was composed is uncertain. The entry does end with a period, even though it has a URL.

#### APA References:

**Print** -
-
Lastname, F. M. (Year). *Title of work [Medium]*.
City, Country: Institution.

[Oil on poplar]. Paris, France: Musée de Louvre.

**Online** -
-

**APA Notes:** The c. stands for ‘circa’ - the exact year this was composed is uncertain. Note there is no period at the end of the entry because it has a URL.

#### In-Text Citations

#### MLA In-Text Citation:

**Signal phrase:** Lastname shows . . .
Da Vinci shows . . .

**End citation:** (Lastname)
Material from source (Da Vinci).

#### APA In-Text Citation:

**Signal phrase:** Lastname (Year) showed . . .
Da Vinci (c. 1503-1519) showed . . .

**End citation:** (Lastname, Year).
Material from source (Da Vinci, c. 1503-1519).

**APA Notes:** The c. stands for ‘circa’ - the exact year this was composed is uncertain. The entire date range is used as a result.
# Sound Recording

Though less common as sources for academic papers, songs and other recordings might be used in some types of papers.

## Bibliographic Page Entries

<table>
<thead>
<tr>
<th>MLA Works Cited:</th>
<th>APA References:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print</strong> -</td>
<td><strong>Print</strong> -</td>
</tr>
<tr>
<td>Artist Name. &quot;Title of Song.&quot; <em>Title of Album, Label, Year.</em></td>
<td>Artist Name. (Year). Title of song. On <em>Title of album [Medium]. City: Label.</em></td>
</tr>
<tr>
<td><strong>Online</strong> - <em>(adjust the entry to add in the electronic retrieval information)</em></td>
<td><strong>Online</strong> - <em>Generally, online versions of the audio will still be treated like the physical CD, regardless of what service the album was downloaded from. APA does not have a clear citation for this.</em></td>
</tr>
</tbody>
</table>

**MLA Notes:** The medium is not needed.

**APA Notes:** Both the song title and album title use non-standard capitalization. The word “On” precedes the album title.

## In-Text Citations

<table>
<thead>
<tr>
<th>MLA In-Text Citation:</th>
<th>APA In-Text Citation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signal phrase:</strong></td>
<td><strong>Signal phrase:</strong></td>
</tr>
<tr>
<td>Artist Name sings . . . (HH:MM:SS).</td>
<td>Artist Name (Year) sang . . . (track #).</td>
</tr>
<tr>
<td><strong>End citation:</strong></td>
<td><strong>End citation:</strong></td>
</tr>
<tr>
<td>Material from the source (Coldplay 00:01:15).</td>
<td>(Artist Name, Year, track #) Material from the source (Coldplay, 2008, track 8).</td>
</tr>
</tbody>
</table>

**MLA Notes:** Include the timestamp in HH:MM:SS format (hours, minutes, seconds) in the in-text citation.

**APA Notes:** Reference the track number in the in-text citation.
Video Recording

Video recordings (DVDs, VHS tapes, movies, online videos, and other media) can be useful as sources.

**Bibliographic Page Entries**

**MLA Works Cited:**

*Print -*

Lastname, Firstname M., director. *Film Title.*

Distributor, Original Release Year.

Jones, Todd, director. *The Random Movie.*


*Online -*

Jones, Todd, director. *The Random Movie.*


www.youtube.com/watch?v=1Fak3v1d

**MLA Notes:** Performers, screenwriters, and other individuals involved in the creation of the work do not necessarily have to be listed. If the focus is on the movie rather than a contributor’s work, start with the movie’s title in the entry.

**APA References:**

*Print -*

Lastname, F. M. (Producer), & Lastname F. M. (Director). (Year). *Film title [Medium].

Country: Distributor. (Original release date Year).


*The random movie [DVD]. United States: Independent Films. (Original release date 2013).*

*Online -*


*The random movie [Video file]. Retrieved from*

http://www.youtube.com/watch?v=1Fak3v1d

**APA Notes:** The medium is indicated in square brackets [ ] after the title. Performers, screenwriters, and other individuals involved in the creation of the work do not necessarily have to be listed.

**In-Text Citations**

**MLA In-Text Citation:**

*Signal phrase:* Lastname uses . . . (HH:MM:SS).

Jones uses . . .

*End citation:* (Lastname HH:MM:SS).

Material from the source (Jones 00:32:27).

**MLA Notes:** Referencing just the director will generally be sufficient. Include the timestamp in HH:MM:SS format (hours, minutes, seconds).

**APA In-Text Citation:**

*Signal phrase:* Lastname (Year) used . . .

Evans and Jones (2014) used . . .

*End citation:* (Lastname, Year).

Material from the source (Evans & Jones, 2014).

**APA Notes:** The in-text citation rules for this type of source may be more flexible if your instructor prefers, as producers are not commonly referenced.
Interview (Personal or E-mail)

You may find that you want (or are required) to conduct an interview to use as a source. Regardless of what form the interview takes (email, face-to-face, telephone, etc.), it is handled differently than other citations.

**Bibliographic Page Entries**

**MLA Works Cited:**

Lastname, Firstname M. Type of interview. Day Month Year.

McLaughlin, Steve. E-mail interview. 7 July 2011.

**MLA Notes:** The type of interview is the main item which can change here. Current rules do not specifically address this type of citation; this is adapted from the previous edition.

**APA References:**

APA does not cite interviews on the References page. Only an in-text citation is used.

**APA Notes:** As noted, APA does not provide a References page entry for interviews.

**In-Text Citations**

**MLA In-Text Citation:**

*Signal phrase:* Lastname states that . . .

McLaughlin states that . . .

*End citation:* (Lastname)

Material from the source (McLaughlin).

**MLA Notes:** Only the last name of the source needs to be mentioned. There are obviously no page numbers involved. Current rules do not specifically address this type of citation; this is adapted from the previous edition.

**APA In-Text Citation:**

*Signal phrase:* F. Lastname (personal communication, Month Day, Year) stated that . . .

S. McLaughlin (personal communication, July 7, 2011) stated that . . .

*End citation:* (F. Lastname, personal communication, Month Day, Year).

Material from the source (S. McLaughlin, personal communication, July 7, 2011).

**APA Notes:** When referencing the person interviewed, include the first initial along with the label “personal communication” within the citation as shown above.
Indirect Sources

The sources you use for papers may have sources of their own. In some instances, you may wish to acknowledge (or need to acknowledge) the original source of the information. For example, say the author of your book is Jones, but Jones quotes material from another source (Thompson). If you use the exact quotation from Thompson, you cannot say that Jones said it, and must acknowledge the original source in your citation. Note that your bibliographic page (Works Cited/References) entry will only list Jones as a source; Thompson is not listed unless you actually acquire that source as well and use it independently of Jones. The rules for MLA and APA differ for when this is used, as noted below.

**In-Text Citations**

<table>
<thead>
<tr>
<th>MLA In-Text Citation:</th>
<th>APA In-Text Citation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quoted material:</strong></td>
<td><strong>Quoted material:</strong></td>
</tr>
<tr>
<td>ORIGINAL_Source_Lastname states . . . (qtd. in YOUR_Source_Lastname Page#).</td>
<td>ORIGINAL_Source_Lastname stated . . . (as cited in YOUR_Source_Lastname, Year, p. Page#).</td>
</tr>
<tr>
<td>Thompson states “quoted material” (qtd. in Jones 145).</td>
<td>Thompson stated “quoted material” (as cited in Jones, 2003, p. 145).</td>
</tr>
<tr>
<td><strong>Paraphrased material:</strong></td>
<td><strong>Paraphrased material:</strong></td>
</tr>
<tr>
<td>MLA does not use indirect citations for material your source has paraphrased from another source.</td>
<td>In a study done in Original Year of Study by ORIGINAL_Source_Lastname, . . . (as cited in YOUR_Source_Lastname, Year, p. Page#)</td>
</tr>
<tr>
<td>In a study done in 1998 by Thompson, . . . (as cited in Jones, 2003, pp. 145-146).</td>
<td></td>
</tr>
</tbody>
</table>

**MLA Notes:** Use this type of citation only for direct quotations where you use the exact words that your own source quoted from another source. It uses the phrase “qtd. in” (for “quoted in”) in the end citation. This type of citation requires both a signal phrase and an expanded end citation. As mentioned, the original source is Thompson; however, YOUR source (the one you found the information in), is Jones.

**APA Notes:** Use the phrase “as cited in” in the end citation. Note that in either example, we could have acknowledged the original date of the study, as noted in the second example. This is not required, but it can show how recent the information is. However, only the date of your source goes in parentheses in the end citation. This type of citation requires both a signal phrase and an expanded end citation. The paraphrase example spans more than one page; note the use of pp. As mentioned, the original source is Thompson; however, YOUR source (the one you found the information in), is Jones.
Additional Resources

In this section, some additional information is provided for your use to aid you in your work. These include:

- General Writing Help Resources
- MLA 7th to 8th Edition Comparison
- MLA and APA Quick Reference Guides

Resources for Writing Your Paper

Students may need help with their papers from time to time. Whatever your needs are, there are a variety of resources you have access to for assistance.

General Writing Resources

If you have taken or are currently taking ENGL 111, you should have the handbook from that course which addresses a number of common writing issues, particularly those dealing with mechanics and style. This handbook is a useful tool to keep with you throughout your college career. While the aspects of style can change over time and parts of the handbook become out of date, these handbooks will always contain a lot of helpful writing information for nearly any situation.

If you do not have the handbook or need more specific information about style, the library provides some of those resources for students, including copies of the most recent textbook(s) used in ENGL 111 and the MLA and APA style manuals. Though these are not typically available for checkout, they can be consulted while in the library.

Online resources, while somewhat less reliable, can be an option as well. The Purdue OWL (Online Writing Lab) is incredibly useful, though the information there about style may conflict with regional or instructor interpretations of particular style rules and guidelines. You can access it at owl.english.purdue.edu. Other online resources may be riskier to use, but most of those sponsored by colleges and universities tend to be fairly reliable.

Tutoring

For more specific needs and questions or students who need more guidance, the Writing Center at Ivy Tech provides another option. The tutors can help you with all of the above and more. To make best use of their services, at a minimum you need a completed paper and its instructions - without those items, the tutor will be less able to help with the specifics of your task (though you can still get help with your writing in general).

To find out how the Writing Center can best assist you, go to www.ivytechtutoring.wordpress.com, where you can schedule an appointment with a tutor who can help you improve your papers.

For students who may not be able to make an appointment to meet directly with a tutor face-to-face or who are taking online courses and thus not on campus, Ivy Tech has also partnered with Tutor.com to provide another alternative. Please access the link on BlackBoard for more information on how to make use of the services offered through Tutor.com.

Other Resources

Though there are many electronic resources which claim to help with grammar, citations, and the like, most of these actually require you to have the knowledge first - they do not replace what you should have learned. As such, the use of such resources needs to be carefully considered and may lead to errors.
**Additional MLA Help**

With the changes from 7th to 8th edition MLA, there may be confusion. The materials which follow provide more assistance with this transition, particularly for those familiar with the previous edition’s rules.

In the sets of boxes below, the one on the left has an example in new 8th edition MLA; the one on the right has the same example in old 7th edition MLA. Underneath the boxes is an explanation of the changes.

<table>
<thead>
<tr>
<th>8th Edition (NEW)</th>
<th>7th Edition (OLD)</th>
</tr>
</thead>
</table>

*Editor* is now spelled out; the *city* and the *medium* of publication (“Print”) have been removed entirely.

<table>
<thead>
<tr>
<th>8th Edition (NEW)</th>
<th>7th Edition (OLD)</th>
</tr>
</thead>
</table>

A *comma* has replaced the period after the site name; the *sponsor* has been removed because it is the same as the website; the *medium* of publication (“Web”) and the *date of access* have been removed (dates of access are only needed for unreliable sources, like a personal webpage or one which has no other dates listed); the *URL* is included, but without http:// (your instructor may prefer you omit URLs).

<table>
<thead>
<tr>
<th>8th Edition (NEW)</th>
<th>7th Edition (OLD)</th>
</tr>
</thead>
</table>

In this final example, a lot more has happened. A *comma* has been added after the periodical name, between the volume and issue numbers, before the date, and replaces the colon after the date; *vol.* and *no.* have been added in front of the volume and issue numbers, respectively; *pp.* has been added to indicate the page numbers; the *medium* of publication (“Web”) and *date of access* have been removed entirely; the *URL* has been added (with http:// removed), even though the database name would likely be enough to locate the source. As you can see, the URL is a long string of numbers, letters, and other characters which looks messy in the citation. It is quite likely your instructor will ask you to omit this information for the sake of making the citation look cleaner.
MLA QUICK REFERENCE GUIDE

This quick reference guide can be used to help you identify common errors and issues in your use of MLA style. While it doesn’t cover every specific element of the style, it is can be incredibly useful as a final checklist before you turn in your work.

Format - Does the document:

- Have 1” margins?
- Have double-spacing throughout?
- Have a header with your last name and page number in the upper right margin on all pages?
- Have a heading with information to identify you?
- Have a title?
- Follow all other requirements provided by your instructor (could include font choice, the inclusion of a cover page, adding in word count, etc.)?

In-Text Citations - Do the in-text citations:

- Use a variety of signal phrases and end citations?
- Use the present tense in all signal phrases?
- Reference the author of the source to match what is on the Works Cited page?
- Properly use et al. with 3 or more authors?
- Include the page number(s), using only the exact page(s) the information came from?
- Have all long quotations properly formatted?
- Have no punctuation separating the elements in the end citations?
- Combine consecutive citations of the same source within a single paragraph?
- All match with the sources listed on the Works Cited page?

Works Cited - Does the Works Cited page:

- Start on a new page and have a page number in sequence with the previous pages?
- Have the proper label (Works Cited) centered at the top and with no other special formatting?
- Have all entries arranged alphabetically by the last name of the first author of each source?
- Have entries that match the in-text citations?
- List the author’s first name in full?
- Properly use et al. with 3 or more authors?
- Use italics (long/whole sources) or “quotation marks” (short sources/parts) properly for titles?
- Have all titles properly capitalized using standard title capitalization?
- Have all containers separated by periods?
- Have the elements within containers separated by commas?
- Use p. or pp. to indicate page numbers and include the entire range of pages for the source used?
- List URLs for online sources if required by the instructor?
- Accurately list the database name rather than the search service?
- End all entries with a period?
APA QUICK REFERENCE GUIDE

This quick reference guide can be used to help you identify common errors and issues in your use of APA style. While it doesn’t cover every specific element of the style, it is can be incredibly useful as a final checklist before you turn in your work.

**Format** - Does the document:

- Have 1” margins?
- Have double-spacing throughout?
- Have a title page with the full running head and identifying information on it?
- Have a running head with a SHORTENED TITLE in all capital letters in the upper left and the page number in the upper right margin on all pages?
- Use 12 point Times New Roman font? (if your instructor did not require a different font)
- Have an abstract, properly labeled and with the first line not indented? (if your instructor required one)
- Place the full title on the third page before starting the essay?
- Follow all other requirements provided by your instructor (could include a different choice of font, removal of the abstract, etc.)?

**In-Text Citations** - Do the in-text citations:

- Use a variety of signal phrases and end citations?
- Use the past tense or present perfect tense in all signal phrases?
- Reference the author of the source properly?
- Properly connect 2 or more authors with “and” or “&” as required by the type of citation? Properly use et al. when needed for 3 or more authors?
- Include the year of publication after the author in parentheses for signal phrases?
- Include the exact page number for all quotations?
- Have all long quotations properly formatted?
- Have p. or pp. preceding all page number references?
- Include the author, year, and page numbers separated by commas in the end citations?
- Combine consecutive citations of the same source within a single paragraph?
- All match with the sources listed on the References page?

**References** - Does the References page:

- Start on a new page and have a page number in sequence with the previous pages?
- Have the proper label (References) centered at the top and with no other special formatting?
- Have all entries arranged alphabetically by the last name of the first author of each source?
- Have entries that match the in-text citations?
- Use the author’s first initial rather than full first name?
- Use *italics* (long/whole sources) or no formatting (short sources/parts) as appropriate for titles?
- Use standard capitalization only for journal, magazine, and newspaper? Have all other source titles use non-standard capitalization?
- Italicize the volume number for journal articles? Place the issue number in parentheses?
- List the entire range of pages for sources contained in other sources (e.g., articles)?
- Use the phrase “Retrieved from” for all sources obtained online or through a database?
- Accurately list the database name rather than the search service?