

MLA and APA Citations

Class Notes and Reference

La Sierra University Library
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Where to go for help and more information:

Online

The “Online Writing Lab” (OWL) at Purdue University has excellent online guides to both MLA and APA. When you come to the Library Reference Desk with a citation question this is where we usually go. These websites also have complete, annotated sample papers (very useful!) that you can download and use as examples.

The easiest way to find them is to Google “owl mla” or “owl apa” and use the first result. If you don’t want to use Google, the specific URL’s are:

“Purdue OWL: MLA Formatting and Style Guide,” <https://owl.english.purdue.edu/owl/resource/747/01/>

“Purdue OWL: APA Formatting and Style Guide,” <https://owl.english.purdue.edu/owl/resource/560/01/>

Books

The following two books are the official standards for MLA and APA. The books are available in the Reference section of the Library, as well as at the Reference Desk.

MLA Handbook for Writers of Research Papers (2009, Seventh Edition) by the Modern Language Association (MLA).
Library Call Number: Ref. LB 2369 G53 2009

Publication Manual of the American Psychological Association (2010, Sixth Edition) by the American Psychological Association (APA). Library Call Number: Ref. BF 76.7 P83 2010

Library

The Reference Librarians are always happy to answer questions or help!

Remember: Ask a Reference Librarian!

General Notes – Why Citations?

Why provide citations for your sources?

- Give credit for the thoughts and ideas that you got from other writers.
- Provide evidence that you did a thorough job of research while writing your paper.
- Add authority to your arguments by referring to experts in your paper’s field of study.
- Create links for your readers to sources for more information.
- Helps you to avoid unintentional plagiarism.

General Notes – In-Text vs. References/Works Cited

What is an “in-text” citation compared to the References section (APA) or Works Cited section (MLA)?

- The References section (APA) or Works Cited section (MLA) of your paper provides all the information someone needs to be able to locate your source.
- An “in-text” citation is included in the body, or “text,” of your paper, and provides the smallest amount of information necessary in order to allow someone to find the full information about the source in the References (APA) or Works Cited (MLA) section. It is the “bread crumb” to allow someone to find the “whole loaf.”
- The References (APA) or Works Cited (MLA) section is usually organized in alphabetical order by author name, then by date if an author has more than one publication.
- In-text citations are placed in your paper at the point where you make reference to a particular source.

General Notes – Names

MLA

- For the first author listed, always place the last name first, and then provide the first name exactly as given, i.e. if the author spelled out their first name, then spell out the first name in the citation; if they only gave an initial, then only provide the initial. If the author also provided a middle name or initial, list that as well.
- For any additional authors, list their first name first, either spelled out or as an initial exactly as in the source, any middle name or initial, and then finally their last name.
- Separate multiple author names with a comma (“,”), and place the word “and” before the last name in the list.

MLA Examples:

Smith, John A.

Smith, John A. and Jane Brown

Smith, John A., Jane Brown, and James Aaron Black

APA

- Author names always begin with the last name first. First or middle names are never spelled out; always use initials instead.
- Separate multiple author names with a comma (“,”), and place the symbol “&” before the last name in the list.
- Watch out! The names of editors are listed as first initial, middle initial (if given), and then last name.

APA Examples (Authors):

Smith, J. A.

Smith, J. A., & Brown, J.

Smith, J. A., Brown, J., & Black, J. A.

APA Examples (Editors):

J. A. Smith

J. A. Smith & J. Brown

J. A. Smith, J. Brown, & J. A. Black

General Notes – Titles

MLA

- Capitalize all words except small words (e.g. “a” “the” “of” “is”) unless they are the first word in the title.
- Article titles are usually enclosed in quotes (“ ”).
- Book titles are usually written as *italics*.

MLA Examples:

“This is an Article Title”

This is a Book Title

Is This a Book Title or an Article Title? [Probably a book title because it is in *italics*.]

APA

- Capitalization of titles is different in APA! Be careful! You almost always need to change the capitalization.
- Capitalize the first letter of the first word in the title. All other words are all lowercase (but see exceptions).
- Exceptions to lowercase: proper names like “America” or acronyms like “NASA” are capitalized.
- If the title contains a colon (“:”) or any other sentence punctuation (“.” “?”), capitalize the first letter of the first word of the following sentence.
- APA is inconsistent. Sometimes the title is in italics, sometimes not. See the specific category for which to use.

APA Examples:

The Forbes book of business quotations

Introduction to reference work: Basic information sources

Everything you need to know about Latino history

The role of NASA in Florida land development

MLA – Works Cited – Books

Basic Format:

____ Author(s) ____ . ____ *Title (italics)* ____ . ____ City ____ : ____ Publisher ____ , ____ Date ____ . Print.

Author(s): For the first author, list the last name first, a comma, then the first name.
 For subsequent authors, list the first name first, then a space, and then the last name.
 Use “and” before the last author’s name in a list of authors.
 If there is more than three authors, use the following:
 Last-Name, First-Name, et al.
 If the author is a corporation or association, use the corporation name as the author.
 If there is no author, then skip the author part.

Title: Use italics.
 Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.
 If there is a subtitle, use a “:” between the main title and the subtitle.

City: For well-known cities, e.g. London, New York, just put the name of the city.
 For lesser-known cities include state and/or country.

Publisher: List the name of the publishing company.
 You can omit words and phrases like “publishing company” or “press.”

Date: Put the most recent year listed on the title page (usually on the back of the title page).

Examples:

Collins, Suzanne. *The Hunger Games*. New York: Scholastic, 2008. Print.

Riegel, Robert E. and Robert G. Atheran. *America Moves West*. New York: Holt, 1964. Print.

Friedman, Jeffrey, Robert Epstein, and Sharon Wood. *The Art of Nonfiction Movie Making*. Santa Barbara, CA: Praeger, 2012. Print.

Ambrose, Susan A., et al. *How Learning Works: Seven Research-Based Principles for Smart Teaching*. San Francisco: Jossey-Bass, 2010. Print.

APA – References – Books

Basic Format:

____ Author(s) _____. (____ Date ____). ____ *Title (italics)* _____. ____ City ____: ____ Publisher ____.

- Author(s):** Never use an author’s full first name or full middle name, only use initials.
 Always list the last name first, a comma, then the author’s initial(s).
 If there is more than one author, use an “&” before the last author in the list.
 If the author is a corporation or association, use the corporation name as the author.
 If there is no author, then put the title first.
- Date:** Put the most recent year listed on the title page (usually on the back of the title page).
- Title:** Capitalization is important and different for APA! Be careful!
 Capitalize the first letter of the first word, and the first letter of the first word in the subtitle (if present).
 All other words in the title should be lower-case, except proper names (America) or acronyms (NASA).
 Use italics.
- City:** For well-known cities, e.g. London, New York, just put the name of the city.
 For lesser-known cities include state and/or country.
- Publisher:** List the name of the publishing company.
 You can omit words and phrases like “publishing company” or “press.”

Examples:

Collins, S. (2008). *The hunger games*. New York: Scholastic.

Riegel, R. E., & Atheran, R. G. (1964). *America moves west*. New York: Holt.

Friedman, J., Epstein, R., & Wood, S. (2012). *The art of nonfiction movie making*. Santa Barbara, CA: Praeger.

Ambrose, S. A., Bridges, M. W., DiPietro, M., Lovett, M. C., & Norman, M. K. (2010) *How learning works: Seven research-based principles for smart teaching*. San Francisco: Jossey-Bass.

MLA – Works Cited – Collections

(e.g. encyclopedias, dictionaries, collected works, “Opposing Viewpoints,” or any book with an “editor”)

Basic Format:

Author(s) . “Article Title” . Book Title Ed[s]. Editor(s) . City : Publisher , Date . Pages . Print.

- Author(s):** These are the people who actually wrote the article, not the editors of the book.
 For the first author, list the last name first, a comma, then the first name.
 For subsequent authors, list the first name, a space, and then the last name.
 Use “and” before the last author’s name in a list of authors.
 If the author is a corporation or association, use the corporation name as the author.
 If there is no author, e.g. in a dictionary or some encyclopedias, then skip the author part.
- Article Title:** This is the name of the article, not the name of the book.
 Put the name of the article in “quotes.”
 Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.
 If there is a subtitle, use a “:” between the main title and the subtitle.
- Book Title:** This is the name of the book, not the name of the article.
 Use *italics* for the book title.
 Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.
 If there is a subtitle, use a “:” between the main title and the subtitle.
- Editor(s):** These are the people who edited the book (i.e. put the collection together), not the article author(s).
 For editors, list their first name first, then a space “ ”, and then their last name.
 If there is more than one editor, put them in a list and put “and” before the last editor.
- City:** For well-known cities, e.g. London, New York, just put the name of the city.
 For lesser-known cities include state and/or country.
- Publisher:** List the name of the publishing company.
 You can omit words and phrases like “publishing company” or “press.”
- Date:** Put the most recent year listed on the title page (usually on the back of the title page).
- Pages:** List the range of pages, with a hyphen (“-”) in between.
- Examples:**
- Akiba, Daisuke. “Heredity Versus Environment.” *Child Development*. Ed. Neil J. Salkind. New York: Macmillan, 2002. 181–186. Print.
- “Oppositional Defiant Disorder.” *The Gale Encyclopedia of Mental Health*. Eds. Laurie J. Fundukian and Jeffrey Wilson. Detroit: Gale, 2008. 818–821. Print.

APA – References – Collections

(e.g. encyclopedias, dictionaries, collected works, “Opposing Viewpoints,” or any book with an “editor”)

Basic Format:

Author(s) . (Date). Article title . In Editor(s) (Ed[s].), Book title (pp. Pages). City : Publisher .

- Author(s):** These are the people who wrote the article, not the editors of the book.
 Never use an author’s full first name or full middle name, only use initials.
 Always list the last name first, a comma, then the author’s initial(s).
 If there is more than one author, separate the names using a “,” and use “&” before the last author.
 If the author is a corporation or association, use the corporation name as the author.
 If there is no author, e.g. in a dictionary or some encyclopedias, then put the editors first, using the same format as for authors, and then put (Ed.) or (Eds.) after their name(s). Also omit the Editor(s) section, placing the book title immediately after the word “In.”
- Date:** Put the most recent year listed on the title page (usually on the back of the title page).
- Article Title:** This is the name of the article, not the name of the book.
 Capitalization is important and different for APA! Be careful!
 Capitalize the first letter of the first word, and the first letter of the first word in the subtitle (if present).
 All other words in the title should be lower-case, except proper names (America) or acronyms (NASA).
 If there is a subtitle, use a “:” between the main title and the subtitle.
- Editor(s):** These are the people who edited the book (i.e. put the collection together), not the article author(s).
 For editors, list their initials first, then their last name. Note this is different than how authors are listed.
 If there is more than one editor, separate the names using a “,” and use “&” before the last editor.
- Book Title:** This is the name of the book, not the name of the article.
 Use *italics* for the book title.
 Use the same capitalization rules as for the article title.
- Pages:** List the range of pages, with a hyphen (“-”) in between.
- City:** For well-known cities, e.g. London, New York, just put the name of the city.
 For lesser-known cities include state and/or country.
- Publisher:** List the name of the publishing company.
 You can omit words and phrases like “publishing company” or “press.”

Examples:

Akiba, D. (2002). Heredity versus environment. In N. J. Salkind (Ed.), *Child development* (pp. 181–186). New York: Macmillan.

Fundukian, L. J., & Wilson, J. (Eds.). (2008). Oppositional defiant disorder. In *The Gale encyclopedia of mental health* (pp. 818–821). Detroit: Gale.

MLA – Works Cited – Journal Articles

Basic Format:

Author(s) . “Article Title” . Journal Name Volume . Issue (Year) : Pages . Print.

Author(s): For the first author, list the last name first, a comma, then the first name.
For subsequent authors, list the first name, a space, and then the last name.
Use “and” before the last author’s name in a list of authors.
If the author is a corporation or association, use the corporation name as the author.

Article Title: This is the name of the article, not the name of the journal.
Put the name of the article in “quotes.”
Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.
If there is a subtitle, use a “:” between the main title and the subtitle.

Journal Name: This is the name of the journal (magazine), not the name of the article.
Use *italics* for the journal name.
Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.

Volume: The volume number of the journal, usually listed on the front of the journal.

Issue: The issue number of the journal, usually listed on the front of the journal.

Year: The year of the journal, usually listed on the front of the journal.

Pages: List the range of pages, with a hyphen (“-”) in between.

Examples:

Dittmar, Helga, Emma Halliwell, and Suzanne Ive. “Does Barbie Make Girls Want to Be Thin? The Effect of Experimental Exposure to Images of Dolls on the Body Image of 5- to 8-Year-Old Girls.” *Developmental Psychology* 42.2 (2006): 283–292. Print.

Kroner, Zina. “The Relationship Between Alzheimer’s Disease and Diabetes: Type 3 Diabetes.” *Alternative Medicine Review* 14.4 (2009): 373–379. Print.

Manning, M. L., and R. L. Manning. “Legion Theory: A Meta-psychology.” *Theory & Psychology* 17.6 (2007): 839–862. Print.

Willows, Noreen D., Anthony J.G. Hanley, and Treena Delormier. “A Socioecological Framework to Understand Weight-related Issues in Aboriginal Children in Canada.” *Applied Physiology, Nutrition & Metabolism* 37.1 (2012): 1–13. Print.

APA – References – Journal Articles

Basic Format:

Author(s) . (Year) . Article title . *Journal Name* , Volume (Issue) , Pages .

Author(s): For the first author, list the last name first, a comma, then the author’s initials.
For subsequent authors, list the last name first, a comma, and then the author’s initials.
Use “&” before the last author’s name in a list of authors.
If the author is a corporation or association, use the corporation name as the author.

Year: The year of the journal, usually listed on the front of the journal.

Article Title: This is the name of the article, not the name of the journal (magazine).
Capitalization is important and different for APA! Be careful!
Capitalize the first letter of the first word, and the first letter of the first word in the subtitle (if present).
All other words in the title should be lower-case, except proper names (America) or acronyms (NASA).
If there is a subtitle, use a “:” between the main title and the subtitle.

Journal Name: This is the name of the journal (magazine), not the name of the article.
Use *italics* for the journal name.
Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.

Volume: The volume number of the journal, usually listed on the front of the journal.
Use *italics* for the volume number.

Issue: The issue number of the journal, usually listed on the front of the journal.
Do not use italics for the issue number, or the surrounding parentheses (“(” and “)”).

Pages: List the range of pages, with a hyphen (“-”) in between.

Examples:

Dittmar, H., Halliwell, E., & Ive, S. (2006). Does Barbie make girls want to be thin? The effect of experimental exposure to images of dolls on the body image of 5- to 8-year-old girls. *Developmental Psychology*, 42(2), 283–292.

Kroner, Z. (2009). The relationship between Alzheimer’s disease and diabetes: Type 3 diabetes. *Alternative Medicine Review*, 14(4), 373–379.

Manning, M. L., & Manning, R. L. (2007). Legion theory: A meta-psychology. *Theory & Psychology*, 17(6), 839–862.

Willows, N. D., Hanley, A. J. G., & Delormier, T. (2012). A socioecological framework to understand weight-related issues in Aboriginal children in Canada. *Applied Physiology, Nutrition & Metabolism*, 37(1), 1–13.

MLA – Works Cited – Web Pages

Basic Format:

Author(s) . “Website” . Organization , Creation Date . Web. Access Date .

- Author(s):** For the first author, list the last name first, a comma, then the first name.
For subsequent authors, list the first name, a space, and then the last name.
Use “and” before the last author’s name in a list of authors.
If the author is a corporation or association, use the corporation name as the author.
If you can’t determine an author, skip this part.
- Website:** This is the title of the website, either from the top of the webpage or the title shown by the browser.
Put the name of the website in “quotes.”
Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.
- Organization:** This is the name of the organization responsible for the website.
If you can’t determine the organization responsible for the website, use “N.p.” (i.e. no publisher)
Capitalize all words except articles and prepositions, e.g. a, an, and, the, or, in, etc.
- Creation Date:** The date when the webpage was created or last modified, usually near the bottom.
Use the format DD Mon. YYYY, e.g. 14 Nov. 1936
If you can’t find a creation date, use “N.d.” (i.e. no date)
- Access Date:** The date when you accessed the webpage (in case it changes after you reference it).
Use the format DD Mon. YYYY, e.g. 03 Jun. 1932

Examples:

- Centers for Disease Control and Prevention. “FASTSTATS - Deaths and Mortality.” N. p., 13 Feb. 2014. Web. 5 May 2014.
- Corliss, Richard. “Audrey Hepburn: Still the Fairest Lady.” *Time*, 20 Jan. 2007. Web. 5 May 2014.
- Dotti, Luca. “My Fair Mother.” *Vanity Fair*, 1 May 2013. Web. 5 May 2014.
- “Yosemite National Park.” *U.S. National Park Service*, 2 May 2014. Web. 5 May 2014.

APA – References – Web Pages

Basic Format:

Author(s) . (Date). Website . Retrieved from URL .

- Author(s):** For the first author, list the last name first, a comma, then the author’s initials.
 For subsequent authors, list the last name first, a comma, and then the author’s initials.
 Use “&” before the last author’s name in a list of authors.
 If the author is a corporation or association, use the corporation name as the author.
 If you can’t determine any authors, place the website here instead.
- Date:** The latest modification date listed on the webpage.
 Use “n.d.” if there is no date.
- Website:** This is the title of the website, either from the top of the webpage or the title shown by the browser.
 Put the name of the website in *italics*.
 Capitalize the first letter of the first word.
 All other words in the title should be lower-case, except proper names (America) or acronyms (NASA).
- URL:** The URL of the webpage.

Examples:

Centers for Disease Control and Prevention. (2014, February 13). *FASTSTATS - Deaths and mortality*. Retrieved from <http://www.cdc.gov/nchs/fastats/deaths.htm>

Corliss, R. (2007, January 20). *Audrey Hepburn: Still the fairest lady*. Retrieved from <http://content.time.com/time/arts/article/0,8599,1580936,00.html>

Dotti, L. (2013, May 1). *My fair mother*. Retrieved from <http://www.vanityfair.com/hollywood/2013/05/audrey-hepburn-life-in-rome>

Yosemite National Park. (2014, May 2). Retrieved from <http://www.nps.gov/yose/index.htm>

In-Text Citations

MLA

MLA uses “author-page” format for in-text citations. This means that your in-text citations should include the author(s) name(s), and the page number, in order to specify which resource in your Works Cited section should be used. The page numbers are always enclosed within parentheses (“ ”); the author(s) name(s) may optionally appear within the same parentheses. There is no comma “,” between the name and the page number. Any of the following would be acceptable:

Rats are adorable creatures (Jones 33).

According to Jones (33), rats are adorable creatures.

If there is more than one author, list the last names of all of the authors. If there are more than 3, you can just list the first author, then “et al”.

Cats are better than rats (Jones, Brown, and Black 76).

According to Jones, et al., cats are even better than toads (76).

If the same author has more than one book, then use a short version of the book title instead. Examples:

Jones (“Big Book of Cars” 27) states that the 1969 Chevrolet Camaro was the best car ever. Jones later changed his mind and said that the Ford Mustang GT was indeed the greatest car (“Bigger Book of Cars” 92).

APA

APA uses “author-date” format for in-text citations. This means that your in-text citation should include the author(s) name(s), and a date, in order to specify which resource in your Resources section should be used. You may also include page numbers, if relevant.

You have flexibility in how you present the author(s) name(s) and the date in your writing. For example, any of the following would be acceptable:

Rats are adorable creatures (Jones, 2003).

According to Jones (2003), rats are adorable creatures.

In 2003, Jones said that rats are adorable creatures.

If there is more than one author, list the last name of all of the authors the first time. After that, just list the last name of the first author, then “et al.”

Cats are better than rats (Jones, Brown, Black, & Smith, 2007). Furthermore, cats are even better than toads (Jones et al., 2007).

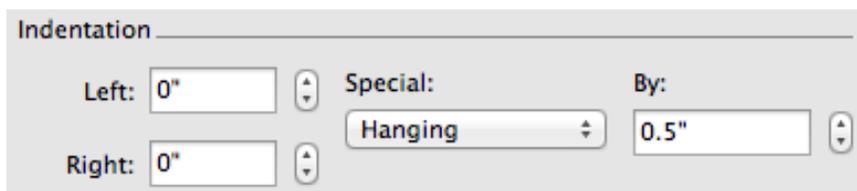
Appendix A – Microsoft Word Formatting Tips

Starting a section at the top of a page

The References section (APA) or Works Cited section (MLA) is to begin at the top of a new page. Do **not** do this by simply inserting enough blank lines to make that section start at the top of the next page! This is very fragile; if you modify anything else in your paper you stand a very good chance of making your sources section no longer be at the top of the page. Instead, use Word’s “**Insert Page Break**” command. This will insert an (invisible) character into your file that lets Word know that it should go to the start of the next page, no matter where it is on the current page. This will continue to work even if you continue to make edits in the rest of your paper.

Formatting your sources page

Both MLA and APA expect your sources page (either References for APA or Works Cited for MLA) to use “hanging indents” for each entry. This means the first line starts at the left margin, and any additional lines are indented ½ inch from the left margin. Do **not** do this by hitting return after the first line and then manually indenting each additional line! It’s a pain to do, and easy to mess up! Instead, use Word’s “Paragraph” formatting to specify a hanging indent. To do this, click anywhere in the entry (nothing needs to be selected, just make sure the cursor is in the entry you want to format), go to the “**Format Paragraph**” dialog, click the “Indents and Spacing” tab, then under “Indentation” select “Hanging” from the “Special” menu, and enter “0.5 in” for the amount. It should look something like this:



Note that you can select multiple paragraphs and do this for all of them at once. Also, make sure that both Spacing Before and Spacing After are set to zero (by default, Word adds extra space after a paragraph, which isn’t correct for MLA and APA citations).

Different header for first page

APA requires that the first page of your paper have a different header (the part of the page that repeats for each page) than on the rest of the pages. You can do this by creating your first page, and then inserting a “**Section Break (Next Page)**” from the Insert menu. Headers and footers are tied to the current Word section, so by inserting a new section you create the option of having a different header for the rest of your paper. To actually edit the headers, you will need to select “Headers and Footers” under the “View” menu. You will also need to turn off the “Link to Previous Section” option in order to change the headers for the rest of your paper (by default each subsequent section copies the format of the previous section; you don’t want that in this case.)

Remember: Ask a Reference Librarian!

Appendix B – Citation Management Software

While it is very useful to know how to manually create MLA and APA citations, there are software packages that make using citations even easier. They don't always "get it right," however, so knowing the proper format helps you to know how and when to fix their mistakes.

In addition to making it easier to create your citations, these software packages also make it very easy to **collect** and **maintain** all the sources that you find while you are doing your research. This feature is very useful and one of the primary reasons for using these packages.

One package that we use regularly here at La Sierra University is:

Zotero (<http://www.zotero.org>)

Zotero works with your web browser to make it very easy to collect and maintain collections of sources for your paper. In addition, it has a Microsoft Word plugin that makes it a snap to insert in-text citations and even automatically create your References or Works Cited page (but watch out for mistakes! Fortunately, they're easy to fix). Zotero stores the information about your sources on your computer, so it's best to use it on your laptop or home computer.

If you'd like to know more about Zotero ...

Remember: Ask a Reference Librarian!