

Ivy Tech Southwest Citation Handbook:

Citing Sources with MLA and APA

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This handbook reflects updates from the 7th edition of the Modern Language Association (MLA) and the 6th edition of the American Psychological Association (APA).

TO CREATE YOUR CITATIONS, consult these sources:

1. Purdue University's Online Writing Lab (OWL) at Purdue's Online Writing Lab (OWL) for MLA and APA form (an excellent source!): (MLA) <http://owl.english.purdue.edu/owl/resource/747/01/> and (APA) <http://owl.english.purdue.edu/owl/resource/560/01/>
For MLA tables and figures, go to <http://owl.english.purdue.edu/owl/resource/747/14/>;
for APA tables and figures, go to <http://owl.english.purdue.edu/owl/resource/560/19/>.
3. Research and Documentation Online at <http://bcs.bedfordstmartins.com/resdoc5e/>
4. The reference manual required for your class, if any
5. The APA (6th) and MLA (7th) manuals available in the Ivy Tech Library
6. Citation Tools features available from Ivy Tech databases in the Virtual Library. (The citations may need some minor corrections, but this approach is the easiest by far. Find the "Cite this" or "Citation Tools" features and copy/paste.)
7. Easy Bib (free only for MLA citations): <http://www.easybib.com/>
8. Microsoft Word's References feature if your instructor suggests it (Some instructors do not like this feature.)
9. Landmarks Son of Citation Machine (It provides help with both APA and MLA citations for free.) Follow the directions carefully at <http://citationmachine.net/>.
10. NoodleBib creation and management software, found on the library website under Help -> Citing Sources, or at <http://tinyurl.com/noodlebibstart>. For instructions on how to create an account and get started, go to <http://tinyurl.com/NoodleBibHowTo>.

NURSING STUDENTS: This manual tries to demonstrate the detailed format that you must follow for APA. You should, however, check the *Publications Manual of the American Psychological Association* for specific details about spacing (pp. 87-88), journal format (pp. 198-199), levels of headings (p. 62), and in-text citations for multiple authors (p. 177). Remember to double space everything. To save space, the APA citations in this manual are single-spaced, rather than double spaced. Also see this sample tutorial: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

Part One:

Academic Honesty Standards

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

According to College Rules, “Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that in the judgment of the instructor of the class may be construed as cheating. This may include, but is not limited to plagiarism or other forms of academic dishonesty, such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior” (68).

In addition, “Cases of student misconduct and/or lack of academic integrity are to be referred to the Vice Chancellor of Academic Affairs or Vice Chancellor of Student Affairs. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but are not limited to the following: verbal reprimand; restitution for damages, restriction of privileges, failure of the assignment or course, withdrawal from a course, program or the College for the remainder of the semester or term, suspension from the College (one calendar year), or dismissal from the College (five years; student may appeal for reinstatement)” (73).

Self-plagiarism refers to “submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved” (68).

Source: *Student Handbook: 2008-2009 Southwest Indiana*

Citations and Plagiarism

You give credit to your sources of information with **citations**. The citations found within the text of your paper are brief versions of the more complete citation found on your **bibliography**, also known as the “**Works Cited**,” or “**References**” page.

You do not need to cite a source when you write about your personal experiences/opinions or when you provide information considered “common knowledge.” **Common knowledge** is information that everyone knows, such as “Here in the United States, we drive on the right-hand side of the road.” If you are not sure if something is common knowledge, cite your source.

To include another person’s ideas, information, or expressions in your paper, use one of the following citation methods:

Direct quotations are the exact words taken from the original source and may include phrases, sentences, or entire paragraphs. The quotation must be enclosed in quotation marks and followed by a citation. Lengthy quotations are set off in a double-spaced block of text with no quotation marks. In most cases, lengthy quotations are introduced with a complete thought followed by a colon. In MLA style, quotations of more than four typed lines are indented ten spaces from the left margin. In APA style, quotations of 40 words or more are indented five spaces from the left margin. The citation goes at the end of the block of quoted text after the closing punctuation mark. (See examples on pages 11-12.)

A **paraphrase** includes the source material, but it is rewritten in your own words and style; you must cite your source when you paraphrase. A **summary** is also written in your own words, but is much shorter, covering only the main points of the source text. You must cite your source when you summarize.

You must cite the source of any **images** you did not create yourself, such as photographs, charts, graphs, maps, or illustrations.

Definition of Plagiarism

As a student of Ivy Tech Community College, you should understand that plagiarism is a serious offense. The penalty could be failing the assignment, failing the course, or being suspended from the College. Further explanation of your rights and responsibilities can be found in the *Ivy Tech Student Handbook*. Plagiarism is a type of cheating. The Modern Language Association defines **plagiarism** as “using another person’s ideas, information or expressions without acknowledging that person’s work...” (52). The American Psychological Association similarly states “that authors do not present the work of another as if it were their own work” (16).

Purchasing a research paper or having any other person write a paper for you is plagiarism. Likewise, submitting the same paper to multiple classes without prior permission may be considered plagiarism. You may receive help writing your paper; however, it cannot be written for you. While plagiarism often involves the printed word, such as books or articles, it is possible to plagiarize using a variety of other materials, including photographs, artwork, graphic designs, videos, audio recordings, and online information. As a student of Ivy Tech Community College, plagiarism is a serious offense. The penalty could be failing the assignment, failing the course, or being suspended from the College. Further explanation of your rights and responsibilities can be found in the *Ivy Tech Student Handbook*.

Works Cited (MLA Form)

American Psychological Association. *Publication Manual of the American Psychological*

Association, 6th ed. Washington, DC: American Psychological Association, 2010. Print.

Modern Language Association. *MLA Handbook for Writers of Research Papers* 7th ed. New York:

Modern Language Association of America, 2009. Print.

Does not need to be cited:

- Common knowledge
- Well-known quotations or proverbs
- Your own ideas and discoveries

Needs to be cited:

- Direct quotations
- Paraphrases or summaries
- Another person’s ideas and discoveries
- Statistics, charts, tables, and graphs

Consult the following sources in the library for the most detailed information:

MLA Style:

Modern Language Association. *MLA Handbook for Writers of Research Papers*, 7th ed. New York:

Modern Language Association of America, 2009. Print.

APA Style:

American Psychological Association. (2010). *Publication manual of the American Psychological*

Association, 6th ed. Washington, DC: American Psychological Association.

Detecting Plagiarism Exercise by Peg Ehlen

Original:

If any language group, Spanish or other, chooses to maintain its language, there is precious little that we can do about it, legally or otherwise, and still maintain that we are a free country.

Stalker, John. C. "Official English or English Only." *English Journal* 77.16 (May 1998): 21-22. Print.

Indicate "P" for total or partial plagiarism, "C" for correct, or "D" for dropped quotation. A dropped quotation lacks your own signal words, but it is not plagiarized unless it lacks a proper in-text citation.

1. _____ John Stalker points out that in a democracy like the United States, it is impossible to have laws against the use of a certain language (21).
2. _____ As John Stalker points out, "If any language group, Spanish or other, chooses to maintain its language, there is precious little that we can do about it, legally or otherwise, and still maintain that we are a free country" (21).
3. _____ John Stalker points out that if any language group, French or other, chooses to maintain its language, there is very little that we can do about it, legally or otherwise, and still pretend that we are a free country (21).
4. _____ If any language group, Spanish or other, chooses to maintain its language, there is precious little that we can do about it, legally or otherwise, and still maintain that we are a free country (Stalker 21).
5. _____ "If any language group, Spanish or other, chooses to maintain its language, there is precious little that we can do about it, legally or otherwise, and still maintain that we are a free country" (Stalker 21).
6. How can you remedy a dropped quotation? _____

True or False?

7. _____ Only words in quotation marks in your sources need " " in your papers.
8. _____ Instructors will be impressed by numerous quotations in your papers.
9. _____ Avoid introducing quotations with your own words.
10. _____ Do not explain quotations after you use them; the words should speak for themselves.

Answers appear below. You may need a mirror!

✓ P (except for the same as the original) 2" D (not plagiarized) 3" A and B are correct 4" E 5" E 6" E 7" E 8" E 9" E 10" E
Answers: 1" C 2" C 3" B (introduce the same material as the original)

Fundamental Differences Between MLA and APA Formats

Modern Language Association (MLA)	American Psychological Association (APA)
<ul style="list-style-type: none"> Used in liberal arts and humanities 	<ul style="list-style-type: none"> Used in social and natural sciences
<ul style="list-style-type: none"> Requires in-text citations (author's last name and page) for quotations, paraphrases, or summaries of material from print or online sources 	<ul style="list-style-type: none"> Requires in-text citations (author's last name, year, and page) for quotations, paraphrasing, and references to specific passages (The page is required only for direct quotations.)
<ul style="list-style-type: none"> Alphabetizes sources on a double-spaced Works Cited page DOUBLE SPACE EVERYTHING! 	<ul style="list-style-type: none"> Alphabetizes sources on a double-spaced References page DOUBLE SPACE EVERYTHING!
<ul style="list-style-type: none"> Follows conventional capitalization rules 	<ul style="list-style-type: none"> On the References page, APA does not capitalize all words in books and articles but does capitalize names of newspapers, magazines, and journals. (Within your paper, follow normal capitalization rules.)
<ul style="list-style-type: none"> Uses the authors' full first names 	<ul style="list-style-type: none"> Initializes the authors' first names
<ul style="list-style-type: none"> Uses present tense for signal phrases 	<ul style="list-style-type: none"> Uses past tense for signal phrases
<ul style="list-style-type: none"> Recommends one space after a period 	<ul style="list-style-type: none"> Recommends two spaces after a period
<ul style="list-style-type: none"> Abbreviates months (except May, June, July) 	<ul style="list-style-type: none"> Does not abbreviate months
<ul style="list-style-type: none"> Emphasizes the author and the title of the publication by placing them near the beginning of the entry. 	<ul style="list-style-type: none"> Emphasizes the author and the date of publication by placing them near the beginning of the entry. (The date is always the second item on the References page.)
<ul style="list-style-type: none"> Requires the student's last name and page in the header: Oatis 1. 	<ul style="list-style-type: none"> Requires the short title of the paper and page in the header: Running head: AUTISM (first page) 1 AUTISM (subsequent pages) 2

Always ask for your instructor's preference!

Student's Name

Instructor's Name

Course Name

Day Month (written out here) Year

Paper Title

The first line of the paper starts here. Paragraphs are indented five spaces from the left-hand margin. Everything in the entire paper is double-spaced. All margins are one inch. Do not use a title page or cover sheet for an essay written in MLA format unless the instructor specifically requests it.

Starting on the first page, **use Word to create a header**. (Note that a header had to be typed for this example.) **In Word 2007 or 2010**, click on Insert/Page Number. Select Top of Page, option 3. (Click on the red box to close.) All pages, including the Works Cited, should be numbered.

MLA First Page Example

- A cover sheet is not required for MLA essays unless an outline is included in the essay.
- All margins are to be set at one inch.
- In Word, use the Insert/Page Number tool (explained above) to place the writer's last name and page number in the top right corner, ½ inch down.
- The **heading is in the top left corner of the first page only** and includes writer's name and course information. **It is not part of the header.**
- The entire paper is double spaced.

Full Title

Student's Name

Ivy Tech Community College

Optional (not for nursing students)

Course Title and Section

Instructor's Name

Month Day, Year

APA Title Page Example and Tips

- This title page acts as an example. Follow your instructor's directions if optional information is needed. Students actively enrolled in the nursing program should use only the first three lines.
- The cover sheet or title page includes a running head with page number, title, byline, and affiliation. (Minor formatting tip: After the first page, the words "Running head" do not appear.)
- All margins should be set at one inch.
- The running head is a shortened form of the paper's title in 50 characters or fewer, appearing flush left in uppercase on all pages.) **In Word 2007 or 2010, click on Insert/Page Number. Select Top of Page, option 1. Type the topic in all CAPS, and tab over the page number.**
- **Later edit the header by picking the option to revise the first page. At this point, add the words "Running head:" before the all CAPS title, and manually type the number one.**
- Title page information is centered, usually both horizontally and vertically.
- The entire paper is double spaced.

APA Abstract and Headings

The second page of an APA-style paper may contain the abstract, a concise summary (100-120 words) of the research paper's main points. If your instructor requires an abstract, use the following format: The topic in all capitals and numeral 2 should appear in the header. The word "Abstract" (without quotation marks) is centered on the first line of type. The abstract should be typed in double-spaced, block (no paragraph indentation) style. (See directions for the header on the previous page.)

APA also requires headings; the first is centered in bold. See p. 62 in the *APA Manual* or the tutorial link (p. 2) for details.

First Heading (Centered, Bold, Upper and Lower Case)

Page Numbers

The beginning of the paper appears on the third page. The topic in all capitals and numeral 3 should appear in the header. The paper's full title is centered at the top of the page. **Use centered subheads (headings) to organize the body sections.** The first line of the body of the paper appears one double-space below the title. If no abstract is required, then the title would be on page 2, followed by the body of the paper. **See directions for creating the header on the previous page.**

On the title page:

Running head: AUTISM 1

On the following pages:

AUTISM 2

Part Two: In-Text Citations, Works Cited, and References

The Basic Rules for MLA/APA Style

Cite the sources you use in your paper, according to the style and format assigned by your instructor. The following pages of this guide provide some **examples** of in-text citations and Works Cited or Reference citations, but they are examples only and do not (or cannot) represent all of the situations you may encounter when citing your sources. Use these basic citation forms and examine the citation examples that follow. Consult sources listed on the Table of Contents for additional formats.

General Notes:

- Always **italicize** sources--titles of books, magazines, newspapers, journals, etc. Do not italicize the names of articles within these sources.
- The citation examples in this guide demonstrate hanging indentation. The first line of each entry is flush to the left-hand margin, but each subsequent line in the entry is indented five character spaces (one-half inch).
- In general, double spacing is required throughout the document, but check with your instructor.
- Remember that you cite sources to give credit to their authors and to provide your readers with enough information to locate that source for further consideration.

Indicating Pages or Paragraphs

For print sources, pages pose no problem. **For online sources**, use the original page numbers provided in a PDF file. Otherwise, follow your instructor's directions. Some instructors at Ivy Tech ask students to print their sources to hand in with a paper. If so, you could also refer to the pages as printed if your instructor allows this option.

MLA recommends the following approach. For one-page articles and electronic sources with no identifiable page numbers, no page numbers are needed within in-text citations. For such pages, abbreviate "no pagination" after the date: **n. pag.** You could also refer to the specific paragraph or section used. Provide the abbreviation "**par.**" or "**sec.**" in the parentheses: (**Smith, par. 4**). For APA, you could use a similar format: (**Smith, 2009, para. 4**).

(Note that MLA uses the present tense with signal phrases.)

If the author is named in the signal phrase, only a page reference (if available) is needed for in-text citations:

According to *Fortune* editor Andy Serwer, “The rate of oil discover has declined for decades” (67).

If the author is unnamed in the sentence, provide the name and page number at the end:

One *Fortune* editor claims, “The rate of oil discovery has declined for decades” (Serwer 67).

Your author may quote someone else. If you use information from an **indirect** source or a source cited in another text, use the abbreviation “qtd. in” to indicate your source:

Ravitch argues that high schools are pressured to act as “social service centers, and they don’t do that well” (qtd. in Weisman 259). **This is an indirect citation.**

If **only a phrase is quoted**, the first word of the quotation will not be capitalized:

Beth Bailey, a prominent sociologist, argues that finances were “at the center of the dating system” (195).

If you use the word “**that**” before a quotation, you create a dependent clause. Do **not** use a comma or capitalize the first word in the quotation in this situation. Note the **brackets** for inserted words and the **ellipses** for omitted words:

Beth Bailey, a sociologist, contends **that** “**what** men were buying [in the dating system] was not just female companionship . . . but power” (197).

If you **interview someone**, do not include an in-text citation, but do identify the speaker clearly:

According to my ninety-year-old great grandmother, “I met most young men at church socials. They would come to my house only when my parents agreed.”

If you use a **complete sentence** before a quotation, **use a colon**:

Beth Bailey points out one startling effect of dating: “**It** . . . changed the distribution of control and power in courtship” (194).

To introduce a **long quotation** of five lines or more, indent on the left. Double space the quotation.:

Beth Bailey makes a startling analogy:

In dating, though, exchange was less direct and less clear than in prostitution.

In dating . . . a man is responsible for all expenses. The woman is responsible

for nothing—she contributes only her company. It is true, but disturbing, that

what men were buying in the dating system was not just female companionship . . .

but power. (197)

In-Text Citation Format and Punctuation: APA

(Note that APA uses the past tense with signal phrases and double spaces after each period in the TEXT.)

If the author is named in the signal phrase, only a page reference (if available) is needed for in-text citations:
According to Serwer (2004), a *Fortune* editor, “The rate of oil discovery has declined for decades” (p. 67).

If the author is unnamed in the sentence, provide the name and page number at the end:

One *Fortune* editor claimed, “The rate of oil discovery has declined for decades” (Serwer, 2004, p. 67).

Your author may quote someone else. If you use information from an **indirect source** or a source cited in another text, use the abbreviation “as cited in” to indicate your source: If no date is given, use “**n.d.**”

Ravitch argued that high schools are pressured to act as “social service centers, and they don’t do that well” (**as cited in** Weisman, **n.d.**, p. 259).

If **only a phrase is quoted**, the first word of the quotation will not be capitalized:

Beth Bailey (2001), a prominent sociologist, argued that finances were “at the center of the dating system” (p. 195).

If you use the word “**that**” before a quotation, you create a dependent clause. Do **not** use a comma or capitalize the first word in the quotation in this situation. Note the **brackets** for inserted words and the **ellipses** for omitted words:

Bailey (2001), a sociologist, stated **that** “**what** men were buying [in the dating system] was not just female companionship . . . but power” (p. 197).

If you **interview someone or receive an e-mail**, provide the citation in the text only.

According to S. Spengler (e-mail, July 9, 2009), “Fifty years ago, I met most young men at church socials.” (**Do not put this entry on the References page.**)

If you use a **complete sentence** before a quotation, use a **colon**:

Beth Bailey (2001) pointed out one startling effect of dating: “It . . . changed the distribution of control and power in courtship” (194).

To introduce **long quotation** of 40 words or more, indent five spaces on the left. Double space the quotation.

Beth Bailey (2001) made a startling analogy:

In dating, though, exchange was less direct and less clear than in prostitution. In dating . . . a man is responsible for all expenses. The woman is responsible for nothing—she contributes only her company. It is true, but disturbing, that what men were buying in the dating system was not just female companionship . . . but power. (p. 197)

Works Cited and References Examples (THESE ENTRIES ARE NOT DOUBLE SPACED TO CONSERVE PAPER; YOU SHOULD DOUBLE SPACE.)

Books: One Author

MLA

Works Cited Format: Author's Last Name, First name. *Title*. City: Publisher, Date. Print.

Delbanco, Nicholas. *The Sincerest Form: Writing Fiction by Imitation*. New York: McGraw-Hill, 2004. Print.

MLA In-Text Citation: (Delbanco 45).

APA (NOTE THAT APA HAS ONLY ONE SPACE AFTER PERIODS IN CITATIONS!)

See pp. 87-88 in the *Publication Manual of the American Psychological Association*.

References Format: Author's Last Name, First Initial. (Year). *Title*. City: Publisher.

Delbanco, N. (2004). *The sincerest form: Writing fiction by imitation*. New York, NY: McGraw-Hill.

APA In-Text Citation: (Delbanco, 2004, p. 45).

Books: Two or Three Authors

MLA

Works Cited Format: First Author's Last Name, First Name, and Second Author's First Name, Last Name. *Title*. City: Publisher, Date. Print.

Miller, Brenda, and Suzanne Paula. *Tell It Slant*. New York: McGraw Hill, 2004. Print.

MLA In-Text Citation: (Miller and Paula 45).

APA

References Format: First Author's Last Name, First Initial, & Second Author's Last Name, First Initial. (Year). *Title*. City: Publisher.

Miller, B., & Paula, S. (2004). *Tell it slant*. New York, NY: McGraw Hill.

APA In-Text Citation: (Miller & Paula, 2004, p. 45).

Books: Four or More Authors (Note: The term "et al." stands for "and others.")

MLA

Works Cited Format: First Author's Last Name, First Name, et al. *Title*. City: Publisher, Date.

Hunt, Lynn, et al. *The Making of the West*. Boston: Bedford/St. Martin's, 2001. Print.

MLA In-Text Citation: (Hunt et al. 153).

APA Note: *References Format:* All* Authors' Last Names and First Initials. (Year). *Title*. City: Publisher. *Nursing students, see p. 177 in the *APA Manual* for exact details about multiple authors.

Hunt, L., Martin, T., Rosenwein, B., Hsia, R., & Smith, B. (2001). *The making of the West*. Boston, MA: Bedford/St. Martin's.

APA In-Text Citation: (Hunt, Martin, Rosenwein, Hsia, & Smith, 2001, p. 153). **For subsequent references, use "et al." after the first author's name.**

Work in an Anthology

MLA

Works Cited Format: Author(s). "Article/Story Title." *Title of Anthology*. Book Editor(s). City: Publisher, Date, page numbers. Print. (Note that the city Cambridge needs a reference to MA [Massachusetts] for clarity. For obvious locations, it is omitted.)

Wilmer, Franke. "Taking Indigenous Critiques Seriously: The Enemy 'R' Us." *The Greening of Sovereignty in Word Politics*. Ed. Karen Litfin. Cambridge, MA: MIT P, 1998. 55-60. Print.
MLA In-Text Citation: (Wilmer 56).

APA

References Format: Author(s). Date. Article/Story title. In Book Editor(s), *Title*. (Pages). City: Publisher.

Wilmer, F. (1998). Taking indigenous critiques seriously: The enemy 'r' us. In K. Litfin (Ed.), *The greening of sovereignty in word politics* (pp. 55-60). Cambridge, MA: The Massachusetts Institute of Technology Press.
APA In-Text Citation: (Wilmer, 1998, p. 56).

E-Book (Electronic-only Book)

MLA

Works Cited Format: Author's Last Name, First name. *Title*. Date of publication. Medium. Date of access. URL.

Laycock, Jennifer. *Zero Dollars, a Little Talent and Thirty Days*. n. d. Web. 17 July 2009.
<<http://www.searchengineguide.com/ebooks/30DayBook.pdf>>.
MLA In-Text Citation: (Laycock 19).

APA

References Format: Author's Last Name, First Initial. (Year). *Title*. Retrieved from URL

Laycock, J. (n.d.) *Zero dollars, a little talent and thirty days*. Retrieved from <http://www.searchengineguide.com/ebooks/30DayBook.pdf>

APA In-Text Citation: (Laycock, n. d., p. 19). **Note: The abbreviation "n.d." refers to "no date."**

Encyclopedia or Dictionary Entry

MLA

Works Cited Format: Author. "Entry Title." *Title of Reference Work*, edition number (if any). Date. Print.

Note: Volume and page number are not needed since the entries are arranged in alphabetical order.

Kunzel, David M. "Character, Cartoon, and Comic Strip." *The New Encyclopedia Britannica*. 15th ed. 2002. Print.
MLA In-Text Citation: (Kunzel 540).

APA

References Format: Author. (Date). Entry title. In *Title of reference work*. (Volume, Pages). City, State (if needed): Publisher.

Kunzel, D. M. (2002). Character, cartoon, and comic strip. In *The new encyclopedia Britannica*. (Vol. 15, pp. 539-552). Danbury, CT: Grolier.

APA In-Text Citation: (Kunzel, 2002, p. 540).

Periodicals (Journals, Magazines, and Newspapers)

Journal with Multiple Authors

MLA

Works Cited Format: First Author, et al. "Title of Article." *Journal Title* Volume. Issue (Year): Pages. Print.

Hersh, William R., et al. "Advancing Biomedical Image Retrieval: Development and Analysis of a Test Collection." *The Journal of the American Medical Informatics Association*. 13 (2006): 488-496. Print.

MLA In-Text Citation: (Hersh et al. 492).

APA

References Format: Authors' Last Names with First Initial. (Year.) Title of article. *Journal Title*, Volume. (Issue), Page Numbers.

Hersh, W., Henning, M., Jensen, J., Yang, J., Gorman, P., & Ruch, P. (2006). Advancing biomedical image retrieval: Development and analysis of a test collection. *The Journal of the American Medical Informatics Association*, (13), 488-496.

APA In-Text Citation: (Hersh, Henning, Jensen, Yang, Gorman, & Ruch, 2006, p. 492).

Note: For subsequent references, use "et al." after the first author's name.

Magazines (The sample shows an article without an author.)

MLA

Works Cited Format: "Title of Article." *Magazine Title* Date: Pages. Print.

"Playing a High-Stakes Game." *Newsweek* 20 Aug. 2001: 4. Print.

MLA In-Text Citation: ("Playing a High" 4). **Note: Use a shortened version of the title.**

APA

References Format: Title of article. Date. *Magazine Title*, Page Number.

Playing a high stakes game. (2001, August 20). *Newsweek*, 4.

APA In-Text Citation: ("Playing a High," 2001, p. 4). (Use a shortened version of the title in the in-text citation with quotation marks and proper capitalization, unlike the form for the References page.)

Newspapers: No Author

These citations show a newspaper article without an author's name. If an author's name is given in a byline, begin the citation with that person's last name.

MLA

Works Cited Format: "Title of Article." *Newspaper Title* Date: Page. Print.

"U.S. Scholar Facing Spy Trial." *Evansville Courier & Press* 19 July 2001: A5. Print.

MLA In-Text Citation: ("U.S. Scholar" A5).

APA

References Format: Title of article. (Date.) *Newspaper Title*, p (pp). Page Number(s).

U.S. scholar facing spy trial. (2001, July 19). *Evansville Courier & Press*, p. A5.

APA In-Text Citation: ("U.S. Scholar," 2001, p. A5).

Personal Communication

MLA

Works Cited Format: Author's Last Name, First Name. "Subject Line." E-mail to name of paper's author. Date. Medium.

Coleman, Jennifer. "Re: Museum Renovations." E-mail to Clare Matthews. 12 July 2008. E-mail.

MLA In-Text Citation: Instead of an in-text citation, **use a signal phrase** to identify the source:
According to Museum Director Jennifer Coleman, renovations to the main gallery will be completed soon.

APA

E-mail messages, letters, telephone conversations, and other non-retrievable personal **communications are NOT included in the list of References**. Include key information in the text of your paper:

According to museum director J. Coleman (personal communication, July 12, 2008), renovations to the main gallery will be completed soon. (APA does not put the year first here.)

Personal Interview (The same rules apply to both personal communications and interviews.)

MLA

Works Cited Format: Last Name, First Name. Personal Interview. Date of Interview.

Bloch, Lyudmila. Personal Interview. 14 June 2008.

APA

Personal communications are NOT included on the list of References. Cite personal communication in the text only.

An etiquette instructor stated, "The most common problem for adults is probably inappropriate use of cell phones in public places" (L. Bloch, personal communication, June 14, 2008).

OR

According to etiquette instructor L. Bloch (personal communication, June 14, 2008), "The most common problem for adults is probably inappropriate use of cell phones in public places"

DOI, Permanent Links, and Retrieval Statements in APA Database Sources

The following sources may help you to understand these terms when you use database articles. APA wants you to use the **DOI (Digital Object Identifier)**. If it is **unavailable**, use the **"Retrieved from" format with URL**. **No** retrieval date is needed unless the article is likely to change through an update. Always check your instructor's preferences.

References (These sources are likely to have updates.)

How to find a doi and create permanent links to online articles. (2008, December 4). *Concordia Library*. Retrieved July 24, 2009 from <http://library.concordia.ca/services/users/faculty/permanentlinks.php>

Purdue University Online Writing Lab (OWL) (2009, July 22). Reference list: Online sources. *APA Formatting and Style Guide*. Retrieved July 24, 2009 from <http://owl.english.purdue.edu/owl/resource/560/10>

Virtual Library Databases—Ivy Tech Community College Carter Library

CQ Researcher (To find the original pages, open the PDF version.)

MLA

Works Cited Format Without Permanent (perma) Link:

Masci, David. "Zoos in the 21st Century." *CQ Researcher* 10.16 (28 Apr. 2000): 353-376. *CQ Researcher*. Web. 16 June 2008.

Note: MLA no longer requires URLs but encourages them if the reader needs to find your sources. Your instructor, however, may require links.

Works Cited Format with Permanent (perma) Link:

Masci, David. "Zoos in the 21st Century." *CQ Researcher* 10.16 (28 Apr. 2000): 353-376. *CQ Researcher*. Web. 16 June 2008
<<http://library.cqpress.com.evansville.libproxy.ivytech.edu.allstate.libproxy.ivytech.edu/cqresearcher/document.php?id=cqresrre2000042800&type=hitlist&num=0/>>.

MLA In-Text Citation: (Masci 361).

APA

References Format if the article lacked a DOI:

Masci, D. (2000). Zoos in the 21st century. *CQ Researcher*, 10 (16), 353-376. Retrieved from <http://library.cqpress.com.evansville.libproxy.ivytech.edu.allstate.libproxy.ivytech.edu/cqresearcher/document.php?id=cqresrre2000042800&type=hitlist&num=0/>

References Format with DOI: (Note: If the DOI is provided, use it.)

Masci, D. (2000) Zoos in the 21st century. *CQ Researcher*, 10 (16). 353-376. doi: cqresrre2000042800

If an author's name is not given, begin the citation with the article name. The date is always the second item listed in an APA entry.

EBSCOhost

MLA

Szabo, Liz. "Danish Doctors Find Autoimmune/Autism Link." *USA Today* 13 July 2009: 5D. *Academic Search Premier*. EBSCO. Web. 25 July 2009
<<http://evansville.libproxy.ivytech.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=J0E114494748009&site=ehost-live>>.

MLA In-Text Citation: (Szabo 5D).

APA (Full date for newspaper article, not for journal articles)

Szabo, L. (2009, July 13). Danish doctors find autoimmune/autism link. *USA Today*, 5D. Retrieved from Academic Search Premier database
<http://evansville.libproxy.ivytech.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=J0E114494748009&site=ehost-live> (or doi instead of Retrieved)

APA In-Text Citation: (Szabo, 2009, p. 5D).

Opposing Viewpoints

MLA

Murray, Joseph E. "Animal Experimentation Benefits AIDS Research." *At Issue: Animal Experimentation*. Ed. David M. Haugen. San Diego: Greenhaven Press, 2000. *Opposing Viewpoints Resource Center*. Thomson Gale. Web. 12 Nov. 2007. Supply the permanent link here, if requested.

MLA In-Text Citation: (Murray 1).

APA

Murray, J. E. (2000). Animal experimentation benefits AIDS research. In D. M. Haugen (Ed.), *At issue: Animal experimentation* (pp. 3-18). San Diego, CA: Greenhaven Press. Retrieved from *Opposing Viewpoints Resource Center*, Thomson Gale. Supply the permanent link here if requested.

APA In-Text Citation: (Murray, 2000, p. 1).

ProQuest

MLA

Works Cited Format:

Bohacz, Ray T. "Tunin' TPI." *Hot Rod* June 2000: 106. *ProQuest*. Web. 16 June 2008.
Supply the permanent link here if requested.

MLA In-Text Citation: (Bohacz 106).

APA

References Format:

Bohacz, R. (2000). Tunin' TPI. *Hot Rod*, 53(6), 106. Retrieved from ProQuest
Supply the permanent link or doi here.

APA In-Text Citation: (Bohacz, 2000, p. 106).

Website

Note: These citations show a website with an author's name. If an author's name is not given, begin the citation with the article title. **See pages 19-20 for an example of an article without an author.** You may need to use the abbreviations (n. p.) for no publisher or (n. d.) for no date.

MLA

Author's Last name (if available), First name. "Title of Article." *Name of Web Site*. Publisher, date of electronic publication or latest update: pages if available. Web. Date of access. <URL>.

(Sometimes the web site and the publisher are the same, but in this example, Vaccination News has published an article from *USA Today* on its site.)

Manning, Anita. "How Prepared Are We Against Smallpox?" *USA Today*. Vaccination News, 6 Mar. 2003: 1-6. Web. 17 Feb. 2005
<<http://www.vaccinationnews.com/DailyNews/2003/March/06/HowPrepared6.htm>>.

MLA In-Text Citation: (Manning 3).

APA

Author's Last Name and first Initial. (Date of last update). Title of article. *Source name*. Retrieved from URL.

Manning, A. (2003 March). How prepared are we against smallpox? *USA Today*. Retrieved from
<http://www.vaccinationnews.com/DailyNews/2003/March/06/HowPrepared6.htm>

The date is always the second item listed in an APA entry.

APA In-Text Citation: (Manning, 2003, p. 3).

Bureau of Labor Statistics (*Occupational Outlook Handbook*—citation suggested from site)

MLA

Bureau of Labor Statistics, U.S. Department of Labor. "Police and Detectives." *2012-13 Occupational Outlook Handbook*. Web. 22 Aug. 2008 <<http://www.bls.gov/ooh/>>.

MLA In-Text Citation: (Bureau of Labor Statistics 4).

Note: If you have more than one article from the *Occupational Outlook Handbook*, clarify your source in the in-text citation: (BLS, "Police and Detectives" 4)

APA

Bureau of Labor Statistics, U.S. Department of Labor. (2012-2013). Police and detectives. *2012-13 Occupational Outlook Handbook*. Retrieved from <http://www.bls.gov/ooh>

APA In-Text Citation: (Bureau of Labor Statistics [BLS], 2012-13, p. 4).

Note: Supply the whole name with an abbreviation in brackets at the first reference; after that, use the abbreviation alone (without the brackets).

APA Note: If you have two articles from the *Occupational Outlook Handbook* from the same year, clarify your source in the in-text citation and References page with the letters "a" and "b": (BLS, 2012-13a, p. 4).

Corporate Author vs. Unknown Author in Online Sources

Sometimes distinguishing the difference between a corporate author and an article without an author proves difficult. If the source is a newspaper/magazine article or one that usually has an author, treat it as an unknown author. For a **government or organization without an author, use the corporate approach**. Always check with your instructor for "gray" areas. Note the use of par. (paragraph in MLA) and para. (paragraph in APA) to direct the reader to a certain paragraph when page numbers are meaningless. Note that both MLA and APA use n.d. to refer to no date. (For APA, use Anonymous as the author only if source specifically states that the author is anonymous; alphabetize it by "a." For MLA, never use Anonymous; just begin with the title.)

MLA Corporate Author, Government Report (MLA does not require a URL, although you may include it to facilitate retrieval. The report is in italics. Note that some complicated government sites have a two-part "author.")

U. S. Department of Health and Human Services. National Institutes of Health, National Heart, Lung, and Blood Institute. *Managing Asthma: A Guide for Schools* (NIH Publication No. 022650). 2003. Web. 26 Oct. 2012. < http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf>.

In-text citation: According to the U. S. Department of Health and Human Services, ". . ." (par. 4).

APA Corporate Author, Government Report (For APA, no retrieval date is needed. Use "Retrieved from" and include the URL when there is no DOI (digital object identifier). APA (2009) states that we should "format references to **technical and research reports** as you would a book" (p. 205).

U. S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute (2003). *Managing asthma: A guide for schools* (NIH Publication No. 022650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

(The italicized report title capitalizes only the first word and the word after the colon. If it contained a proper noun, it would also be capitalized.)

In-text citation: According to the U. S. Department of Health and Human Services (2003), ". . ." (para. 4).

MLA: Corporate Author, Task Force

American Psychological Association. Task Force on the Sexualization of Girls. *Reports of the APA Task Force on the Sexualization of Girls*. 2007. Web. 26 Oct. 2012. <<http://www.apa.org/pi/women/programs/girls/report.aspx>>.

In-text citation: According to the American Psychological Association, ". . ." (187).

APA: Corporate Author, Task Force (APA, 2009, p. 206). (Most words in the report are proper nouns.)

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Reports of the APA Task Force on the Sexualization of Girls*. Retrieved from <http://www.apa.org/pi/women/programs/girls/report.aspx>

(Note that the capitalization in the italicized report title appears to have normal capitalization because **APA Task Force on the Sexualization of Girls** refers to a proper noun. If it were not a proper noun, it would not be capitalized.)

In-text citation: According to the American Psychological Association (2007), ". . ." (p. 187).

Use the “unknown author” approach for **magazines and newspapers** without authors or bylines.

MLA: Unknown Author

"Six Sites Meet for Comprehensive Anti-Gang Initiative Conference." *OJJDP News@ a Glance*. Nov.-Dec. 2006. Web. 26 Oct. 2012. <https://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html>.

In-text citation with page: ("Six Sites Meet" 1). In-text citation with paragraph: ("Six Sites Meet" par. 3).

APA: Unknown Author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News@ a Glance*. Retrieved from https://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

In-text citation: ("Six Sites Meet," 2006). Add the page (p. 1) or paragraph (para. 3) for a quotation:

("Six Sites Meet," 2006, p. 1) or ("Six Sites Meet," 2006, para. 3).

MLA: Unknown Author (Here the URL is omitted.)

"Airlines Let Travelers Change Tickets, Fee-Free, Due to Hurricane Sandy." *CNN.com*. Cable News Network, 26 Oct. 2012. Web. 27 Oct. 2012.

In-text citation: ("Airlines Let Travelers" 1).

APA: Unknown Author (*The APA Manual* does not offer much guidance for this type of citation.)

Airlines let travelers change tickets, fee-free, due to Hurricane Sandy. (2012, October 26). *CNN.com*. Cable News Network. Retrieved from http://news.blogs.cnn.com/2012/10/26/airlines-let-travelers-change-tickets-fee-free-due-to-hurricane-sandy/?hpt=hp_t1

In-text citation: ("Airlines Let Travelers," 2012).

Miscellaneous APA Information:

1. If you have several authors (even corporate authors) by the same name and year, use this approach on the References page and within in-text citations.

Ministry of Foreign Affairs of Denmark. (2012a). *Government and Politics*.

Ministry of Foreign Affairs of Denmark. (2012b). *History*.

Ministry of Foreign Affairs of Denmark(MFAD). (2012c). *Religion*. **In-text:** (MFAD, 2012c).

2. For **images (figures)**, include this type of information at the top of the figure:

Figure 1. Theory Through a Set of Path Models

Under the figure, put *Figure 1*. Provide an explanation and bibliographical information: Adapted from . . .

3. For **tables**, put Table 1 or Table 2 above the table followed by an italicized title underneath it. Below the table, provide explanation and bibliographical information after this word: **Note**. Adapted from . . . (source)

See Chapter Five in the sixth edition of the *Publication Manual of the American Psychological Association* for more detail. Remember that an informative figure or table enhances the text, rather than duplicating it.

Works Cited

(Provide an active link if your instructor requires it; MLA does not.)

“Autism: University of Washington Reports Research in Autism.” *Medical Devices & Surgical Technology*

Week 19 July 2009: 70. *ProQuest Nursing & Allied Health Source*. Web. 30 July 2009.

<<http://allstate.libproxy.ivytech.edu/login?url=http://evansville.libproxy.ivytech.edu.allstate.libproxy.ivytech.edu/login?url=http://search.proquest.com.evansville.libproxy.ivytech.edu.allstate.libproxy.ivytech.edu/docview/207047326?accountid=41081>>.

Chen, Ming-Chung, **et al.** "The Effect of Different Representations on Reading Digital Text for Students with Cognitive Disabilities." *British Journal of Educational Technology* 40.4 (July 2009): 764-770. *Academic Search Premier*. EBSCO. Web. 25 July 2009 **(Use et al. for more than three authors.)**

<<http://evansville.libproxy.ivytech.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=41435971&site=ehost-live>>.

Szabo, Liz. "Danish Doctors Find Autoimmune/Autism Link." *USA Today* 13 July 2009: 5D. *Academic Search Premier*. EBSCO. Web. 25 July 2009 **(The perma-link below is optional.)**

<<http://evansville.libproxy.ivytech.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=J0E114494748009&site=ehost-live>>.

MLA Tips

- All margins should be set at 1 inch.
- For the header, go to Insert/Page Number, Option 3, and add the last name.
- The entire paper is double spaced.
- Sources are listed in alphabetical order by author's last name, or if no author is listed, by the first word in the article's title; Ignore “the,” “a,” and “an” in alphabetizing.
- **Use hanging indentation.** To create hanging indentation in Word, highlight/select your citation. Then right click on Paragraph/Special/Hanging and choose double spacing.
- MLA prefers only one space after each period within the text and on the Works Cited.

(For journals, use only the YEAR, not month and day. See Chen et al. below. The other two sources are not journals. Use retrieval dates only if the article is likely to change through an update, etc. Use the DOI if it is available. If an article has a DOI, it does not need the words “Retrieved from” and the URL. However, your instructor may require active links for all articles. The American Psychological Association (2010) states in its manual, “Add as much electronic retrieval information as needed for others to locate the sources you cited” (p. 187). Below, note that the first citation lacks an author; the article title appears first.) The date always appears second.

References

Autism: University of Washington reports research in autism. (2009, July 19). *Medical Devices & Surgical*

Technology Week, 70. Retrieved from

<http://allstate.libproxy.ivytech.edu/login?url=http://evansville.libproxy.ivytech.edu.allstate.libproxy.ivytech.edu/login?url=http://search.proquest.com.evansville.libproxy.ivytech.edu.allstate.libproxy.ivytech.edu/docview/207047326?accountid=41081>

Chen, M., Wu, T., Lin, Y., Tasi, Y., & Chen, H. (2009). The effect of different representations on reading digital text for students with cognitive disabilities. *British Journal of Educational Technology*, 40 (4), 764-770. doi:10.1111/j.1467-8535.2008.00869.x.

Szabo, L. (2009, July 13). Danish doctors find autoimmune/autism link. *USA Today*, 5D. Retrieved from

<http://evansville.libproxy.ivytech.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=J0E114494748009&site=ehost-live>

APA Tips

- All margins should be set at 1 inch.
- Go to Insert/Page Number (option 1) to create the header. (See p. 8 for details.)
- The **entire paper** is double spaced, including the References page.
- Sources are listed in alphabetical order by author's last name, or if no author is listed, by the first word in the article's title, excluding “the,” “a,” and “an.” **The date of the article is always the second item.**
- **Use hanging indentation.** To create hanging indentation in Word, highlight/select your citation. Then right click on Paragraph/Special/Hanging and choose double spacing.
- APA prefers two spaces after each period within the TEXT; however, use only one space after items on the References page.