



APA/MLA guidelines

FOR STUDENTS

Introduction

- This is a brief guide to **American Psychological Association (APA)** and **Modern Language Association (MLA)** rules used in academic writing
- **Important:** The rules covered in this guide are accurate according to APA 6th edition (2009) and MLA 7th edition (2009); each new APA/MLA edition contains changes and additions not found in previous editions

APA STYLE

What Is APA Style?

1. APA style does not refer to a writing style; rather, it is the *editorial style* developed by the American Psychological Association for use in the books and journals it publishes
2. Other social and behavioral sciences have also adopted APA style for their own written material
3. Editorial style refers to the rules or guidelines a publisher uses to ensure consistent presentation of written material; it includes:
 - A. Punctuation and abbreviations
 - B. Table construction
 - C. Heading selection
 - D. Reference citation
 - E. Using electronic references
 - F. Presenting statistics

Writing for the Behavioral & Social Sciences

1. Data retention and sharing
 - A. It is the responsibility of the researchers to give editors access to their information at any point in the publication process, even after publication
 - B. Authors should keep their data for at least five years after the publication date
2. Plagiarism and self-plagiarism
 - A. **Plagiarism:** It is expected that researchers will give the proper credit for their research and not present the work of others as their own
 - B. **Self-Plagiarism:** Researchers should **not** present their own past publications as new scholarship
3. Conflict of interest
 - A. It is best to note any activities or relationships that could appear to constitute a conflict of interest, even if the researcher doesn't believe such exists

Manuscript Structure & Content

Journal Article Reporting Standards

Reporting standards are not based on the topical focus; rather, they are based on the research design and implementation of the actual study

Manuscript Elements

1. **Title**
2. **Author's name**
3. **Institutional affiliation**
4. **Author note**
 - A. **First paragraph:** Complete departmental affiliation
EX: John Smith, Department of Sociology, State University; Jill Jones, Department of Sociology, State University.
 - B. **Second paragraph:** Affiliation changes (if any)
 - C. **Third paragraph**
 - i. **Acknowledgments**
EX: Grants, financial support, and thanks for personal assistance with the manuscript
 - ii. **Special circumstances**
EX: Data used in a previously published report or doctoral dissertation and conflicts of interest
 - D. **Fourth paragraph:** Contact information; provide complete mailing address and end the paragraph with an email address and no period
EX: Correspondence concerning this article should be addressed to Robert T. Scholar, Department of Engineering, State University, Yourtown, NC 11111. Email: rtscholar@stateu.edu

5. **Abstract:** A brief, concise summary of the article's contents
6. **Keywords:** A list of significant words that appear in the manuscript; the list begins with "Keywords:" in italic type and is followed by a list of words separated by commas in roman type
7. **Introduction:** An outline of the specific problem and the author's research strategy
8. **Method:** A detailed examination of how the study was conducted
9. **Results:** A summary of the data collected and the subsequent analysis of the data
10. **Discussion:** An analysis of the importance and meaning of the research results that also draws from other cited sources
11. **Multiple experiments** (if applicable)
12. **Meta-analysis:** A concise synthesis of the research
13. **References**
14. **Footnotes**
 - A. **Content footnotes:** Supplement or amplify significant information contained in the text
 - B. **Copyright permission:** Acknowledge the source of lengthy quotations, scale and test items, and figures and tables that have been reprinted or adapted
15. **Appendices and supplemental materials**

Writing Clearly & Concisely

1. **Heading levels**
 - A. Show how the parts of your paper work together
 - B. Show how your paper is organized by indicating which parts are equally important and how each part relates to the others
 - C. APA utilizes five heading formats:

Centered, Boldface, Title-Case Heading

Flush Left, Boldface, Title-Case Heading

Indented, boldface, sentence-case paragraph heading ending with a period.

Indented, boldface, italicized, sentence-case paragraph heading ending with a period.

Indented, italicized, sentence-case paragraph heading ending with a period.

- D. Using headings
 - i. Do **not** use a heading for the introduction of your paper
 - ii. Use the same heading level for topics of equal importance
 - iii. Be sure that each heading is followed by at least two subheadings or none at all; do **not** divide your topic or subtopic into a single entity
 - iv. Do **not** label headings with numbers or letters, as in an outline
2. Reducing bias in language
 - A. Use the appropriate level of specificity
 - i. Using the word "man" to represent humanity is not as accurate as using the phrase "men and women"
 - ii. Differences of any kind should be used only when necessary
 - B. Be sensitive to labels
 - i. Avoid labeling people whenever possible
 - ii. If you must use a label, use the one preferred by the group in question (e.g., "heterosexual males," "Alzheimer's patients")
 - iii. Put the person first (e.g., "persons with diabetes")
 - C. Acknowledge participation
 - i. Write about the people in the study in a way that acknowledges their participation (use "participants," not "subjects")
 - ii. Use active voice ("the children completed the tasks") instead of passive voice ("the tasks were completed by the children")
 3. Reducing bias by topic
 - A. *Gender* is cultural and refers to one's role, not one's biological sex

- B. *Sexual orientation* has to do with a pattern of attraction, behavior, identity, and social contact and is different from *sexual preference*
- C. *Racial and ethnic identity* can change over time and become dated; use commonly accepted designations such as census categories
- D. *Disabilities* require the use of language that maintains the integrity of the individual (e.g., “confined to a wheelchair”)
- E. *Age* should be included in the method section as part of the description of the participants, and the age ranges should be specific; “older adults” is preferable to “the elderly”
- F. *Historical and interpretive inaccuracies* can create bias by the misrepresentation of ideas and the creation of misunderstanding even with the best of intentions; quotations should **not** be changed to satisfy modern sensibilities

The Mechanics of Style

Punctuation

Punctuation provides direction and cadence within a sentence and is the essence of coherent writing (see also **QuickStudy® English Grammar & Punctuation**)

1. Spacing after punctuation marks

- A. Insert one space after commas, colons, semicolons, periods that separate portions of a reference citation, and periods following the initials in personal names (e.g., H. G. Wells)
- B. Use one space at the end of sentences in the text of most papers; however, use two spaces at the ends of sentences if the paper is being submitted for peer review

2. Commas

- A. Separate two independent clauses joined by a conjunction
EX: Pictures hung on the wall, and paint was available for the walls and trim.
- B. Set off a nonessential or nonrestrictive clause
EX: The red convertible, which I hadn't started in years, still ran perfectly. (*Remove the clause “which I hadn't started in years,” and the sentence still makes sense*)
- C. Separate items in a series of three or more items
EX: By the time Benny finished the driver's test, he had hit three bicycles, two traffic cones, and a police car.
- D. Are used in referencing dates
 - i. Use a comma to set off the exact date
EX: My sister was born on November 27, 1997.
 - ii. Do **not** use a comma when referring to the month and year only
EX: The big blizzard came in January 1955.
- E. Do **not** use a comma before an essential or restrictive clause (i.e., if you removed the clause, the meaning of the sentence would change)
EX: The bike at the corner belongs to James. (*“at the corner” is essential*)
- F. Do **not** use a comma to separate parts of measurement
EX: seven pounds four ounces or 5 minutes 12 seconds

3. Semicolons

- A. Are often used incorrectly in place of a comma or period
- B. Should only be used two ways:
 - i. To separate independent clauses (sentences that can stand on their own but are joined together) not joined by a conjunction
EX: Of the six subjects, only two followed the instructions correctly; the rest skipped steps 1 and 2.
 - ii. To separate elements in a series that already contains commas
EX: Four subjects were eliminated from the study: a 6-year-old girl, whose first language was not English; a 7-year-old boy, who could not be present for the initial testing procedure; a 7-year-old girl, whose parents decided not to continue with the study; and a 6-year-old boy, whose family moved out of town after the initial testing.

4. Colons

- A. Should be used two ways:
 - i. To signify a list is about to follow
EX: Participants were instructed to complete the following tasks: sort by color, sort by size, sort by alphabetical order, sort by shape, and sort by texture.
 - ii. To add emphasis or amplify an idea
EX: The results were surprising: Only 2 of the 50 participants were able to answer over 40% of the questions correctly.
- B. In both cases, the clause preceding the colon must be a complete sentence (independent clause)
- C. If the second clause is also an independent clause, begin it with a capital letter

Italics

- 1. Use italics for titles of books, periodicals, films, videos, television shows, microfilm publications, volume numbers in a reference list, and words that could be misread

- 2. Do **not** use italics for foreign phrases and abbreviations common in English, chemical terms, nonstatistical subscripts to statistical symbols or mathematical expressions, Greek letters, mere emphasis, letters used as abbreviations, and trigonometric terms

Abbreviations & Acronyms

- 1. Avoid acronyms, except for long, familiar terms (NASA)
- 2. Explain what an acronym means the first time it occurs
EX: American Psychological Association (APA)
- 3. If an abbreviation is commonly used as a word, it does **not** require explanation (e.g., IQ, REM, ESP)
- 4. The following Latin abbreviations should **not** be used outside parenthetical comments:
 - A. *cf.* [use “compare”]
 - B. *e.g.* [use “for example”]
 - C. *etc.* [use “and so forth”]
 - D. *i.e.* [use “that is”]
 - E. *viz.* [use “namely”]
 - F. *vs.* [use “versus”]
- 5. Use periods when making an abbreviation within a reference (e.g., Vol. 1, p. 9, 2nd ed.)
 - A. Do **not** use periods within:
 - i. Degree titles (e.g., PhD)
 - ii. Organization titles (e.g., APA)
 - iii. Measurements (e.g., lb, ft, s), except inches (in.)
 - B. Use *s* for second, *m* for meter
- 6. To form plurals of abbreviations, add *s* without an apostrophe (e.g., PhDs, IQs, vols., eds.)
 - A. Use standard abbreviations for measurements; do **not** add an *s* to make it plural (e.g., 100 meters is 100 m)
 - B. Page is abbreviated *p.*; when referring to several pages in a reference or citation, use the abbreviation *pp.* (with a period after it and a space after the period)
 - i. Do **not** use the abbreviation *pp.* for magazine or journal citations; just give the numbers themselves
 - ii. Do use *pp.* for citations of encyclopedia entries, multipage newspaper articles, and chapters or articles in edited books
- 7. Use two-letter postal codes for U.S. state names (e.g., GA)
- 8. Abbreviations often used in APA journals
 - A. Many abbreviations not found in the dictionary are used when writing for APA journals; such abbreviations should be explained when first used
EX: conditional stimulus (CS), reaction time (RT), short-term memory (STM)
 - B. Do **not** use *S*, *E*, or *O* for subject, experiment, and observer

Statistics in Text

- 1. Statistics should always include enough information to enable the reader to understand the analysis
- 2. If descriptive statistics are used in a table or a figure, it is not necessary to repeat them in the text, although you should mention in the text where the information can be found

Tables

The proper use of tables can enhance your writing; here are some basic things to consider before using tables

- 1. Positive aspects
 - A. Allow the writer to present a large amount of information in a small space
 - B. Help the reader comprehend and compare data when it is presented in a series of tables
 - C. Add visual appeal to the printed page
- 2. Negative aspects
 - A. Overuse can confuse readers, and they may forget the intended message
 - B. Can be hard to read when presented as a series of small tables broken up by blocks of text
 - C. May lose their effectiveness if they are hard to understand
- 3. Helpful hints when using tables
 - A. When citing tables in text, refer to them by their numbers
EX: As shown in Table 4, the average time is...
 - B. Be consistent
 - i. Use similar formats, titles, headings, fonts, and terminology throughout the paper
 - ii. Consider combining tables that repeat data; identical rows or columns of data should **not** appear in two or more tables
- 4. **Table titles** should be brief, clear, and related to the information
EX: *Bad title:* Relationship Between College Degree and Salary (*the use of the data is unclear*); *Better title:* Salary Differences Between Employees With and Without a College Degree (*the purpose of the data is obvious*)

5. Table numbers

- Number tables with arabic numerals in the order the tables are first mentioned in the text
- Do **not** use suffixes (e.g., Tables 7a, 7b, 7c); rather, use the next number in sequence (e.g., Table 7, Table 8, Table 9)

6. Table headings

- Headings provide a logical reference point for information
- Headings identify specific columns of data beneath them
- A good rule of thumb for headings: **Brief is better**
EX: *Weak: Employees With Degrees and Employees Without Degrees; Better: Degrees and No Degrees*

Paper Format

Your paper should follow these formatting rules:

- Double-space all regular text
- Single-space tables and figures only
- Use one-inch margins on all sides
- Center the title and capitalize using APA title capitalization rules
- Center your name under the title, with institutional affiliation beneath
- Use 12-point font size and a serif font type, such as Times New Roman
- Number all pages in the upper-right corner, using arabic numerals (1, 2, 3, etc.); place the number one inch down from the top, flush with the right margin
- A shortened version of the title (a.k.a., a running head) should appear in the upper-left corner of each page, flush left, on the same line as the page number
EX: *Motifs in the Works of J. R. R. Tolkien becomes Motifs of Tolkien*

Reference List

- APA style calls for a reference list at the end of the paper, **not** a bibliography
- Begin the list on a new page and double-space it
- Title the page "References" (centered at the top of the page; do not bold, italicize, or underline)
- Each entry should be flush left, and if subsequent lines are needed for an entry, they are always indented (a.k.a., a hanging indent)
- When there are **two authors**, use this format: Author's surname, initials, & second author's surname, initials
6. If there are **three or more authors**, separate author names with commas, and use an ampersand before the last author: Author's surname, initials, second author's surname, initials, & third author's surname, initials
- For **more than seven authors**, list the first six and then use an ellipsis, followed by the name of the last author (e.g., Jones, T. R.,...Choi, X.)

Alphabetization

- Use prefixes in alphabetizing names if the prefix is commonly part of the surname (e.g., De Vries)
- Do **not** use "von," III, Sr., and similar in alphabetizing names
- Treat "Mc" and "Mac" literally; thus, "Mac" comes before "Mc"
- Disregard apostrophes, spaces, and capitals when alphabetizing (e.g., D'Arcy comes after Dagwood; Decker comes after de Chardin)
- Single-author citations precede multiple-author citations of the same year
- Alphabetize corporate authors by first significant word; do **not** use abbreviations in corporate names

Books

- For **printed books with one or more authors**, use this format: Author's last name, initials. (publication year). *Book title*. Place of Publication: Publisher.
NOTE: Capitalize the first word of the title and the subtitle, if there is one, as well as any proper nouns; italicize the title

A. Print book

Middlekauff, R. (2007). *The glorious cause: The American Revolution, 1763-1789* (Rev. exp. ed.). Oxford, UK: Oxford University Press.

B. Chapter in an edited book

Jacobs, S. M. (1996). African-American women missionaries confront the African way of life. In R. Terborg-Penn & A. B. Rushing (Eds.), *Women in Africa and the African diaspora* (pp. 89-100). Washington, DC: Howard University Press.

C. Electronic book

Ollendick, T. H. (2004). Phobic and anxiety disorders in children and adolescents: A clinician's guide to effective psychosocial and pharmacological interventions [Adobe Digital Editions version]. Retrieved from <http://www.powells.com>

Periodicals

- For **printed periodicals**, such as scholarly journals, use the following components: Author's last name, initials. (year). Title of article. *Title of Periodical*, volume #(issue #, if any), page #(s). DOI (digital object identifiers)

Citing Sources in the Text

- One work by one author:** Author's last name without suffixes (publication year)
EX: Jackson (1998) reported...
EX: (Jackson, 1998)
- One work by two authors:** Authors' last names (publication year)
EX: Mabrey and Lien (2009) refer to...
EX: (Mabrey & Lien, 2009)
- One work by three to five authors:** Cite all authors' last names and publication year; after the first citation, use the first author followed by *et al.* and the publication year; omit the year from subsequent citations if the citation appears multiple times in the same paragraph
EX: Grant, Porch, Daniels, McCammon, and Worden (2006) first reported...
EX: (Grant, Porch, Daniels, McCammon, & Worden, 2006)
EX: Grant et al. (2006) realized...and later in the same paragraph, Grant et al. concluded...
- One work by six or more authors:** Cite only the surname of the first author followed by *et al.* and the year for the first and subsequent citations
EX: Monteleone, Davis, Baker, Cantrell, Clegg, Tang, and McCammon (2004) cited as Monteleone et al. (2004)
- Secondary sources**
 - Use secondary sources as little as possible
 - List secondary sources in the reference list
 - In the text, give the original work and a citation for the secondary source
EX: Newton's notes (as cited in Mabrey, 2009, pp. 10-11)...

- For references from an **online source with no DOI**, include the homepage URL for the journal, magazine, etc., in this format: Retrieved from <http://www.xxxx.xxx>

A. Journal article with DOI

van Rooij, E., Sutherland, L. B., Qi, X., Richardson, J. A., Hill, J., & Olson, E. N. (2007). Control of stress-dependent cardiac growth and gene expression by a microRNA. *Science*, 316(5824), 575-579. doi:10.1126/science.1139089

B. Online magazine article

Castro, J. (2011, August 2). Do bees have feelings? *Scientific American*. Retrieved from <http://www.scientificamerican.com/article.cfm?id=do-bees-have-feelings>

Audiovisual Material**1. Podcast**

Meister, J. (Host). (2011, August 7). *The blues file* [Audio podcast]. Retrieved from http://www.npr.org/rss/podcast/podcast_detail.php?siteId=11789473

2. Music recording

Carrington, T. L. (Performer). (2011). *Crayola*. On *The mosaic project* [CD]. Beverly Hills, CA: Concord Jazz.

Data Sets & Software

- Do **not** italicize the names of software, programs, or computer languages
- Do italicize the title of a data set
- Name an individual as the author if he/she has proprietary rights; otherwise, treat such references as unauthored works
- Identify version number (if any) in parentheses immediately after the title
- Identify the source as a computer program in brackets immediately after the title or version number; do **not** use a period between the title and bracketed material

A. Data set

Pew Hispanic Center. (2007). *National survey of Latinos* [Data file and documentation]. Retrieved from <http://pewhispanic.org/datasets>

B. Software

Minuit2 (Version 5.28.00) [Computer software]. Geneva, Switzerland: CERN.

Internet Message Boards, Electronic Mailing Lists & Other Online Communities

- If the author's full name is available, list the last name followed by initials; if only a screen name is available, use the screen name
- Provide the exact date of the posting
- After the date, show the "thread" (subject line)
- Include the "Retrieved from" information followed by the URL where the message was posted
- Provide the address for the archived version of the message

A. Blog post

Russell, T. (2011, May 16). Re: The future of user interfaces: Data visualization [Web log post]. Retrieved from http://www.readwriteweb.com/archives/the_future_of_user_interfaces_data_visualization.php

MLA STYLE

What Is MLA Style?

1. MLA style is based on the consensus of teachers, librarians, and scholars in the fields of language and literature on the preferred way to document research
2. It is the editorial style developed by the Modern Language Association and has been in use by students and scholars since 1951 (originally published as "The MLA Style Sheet")
3. MLA style not only addresses punctuation and the technical aspects of writing and documenting sources but also covers how to work with them in the writing process, including:
 - A. Plagiarism
 - B. Evaluating the authority of sources
 - C. Determining the reliability of web-related sources

Research & Writing

1. The research paper is a form of *exploration* and *communication*
 - A. **Exploration:** Research requires us to expand our knowledge and look beyond what we already know through *primary research* (firsthand investigation) and *secondary research* (the examination of other researchers' work)
 - B. **Communication:** A research paper should present ideas in a clear, concise manner; it is a combination of using the mechanics of writing and language to present your ideas effectively *and* researching your topic thoroughly

Reference Works

1. Reference works are a useful way to locate new information and provide a concise method for evaluating numerous sources quickly
2. Reference works include:
 - A. **Indexes:** Alphabetical subject lists used to locate material in newspapers, journals, magazines, and writings in book collections
EX: *The New York Times Article Archives, Readers' Guide to Periodical Literature, General Science Index, Education Index*
 - B. **Bibliographies:** Lists of related materials and publications
EX: *Bibliographic Index, MLA International Bibliography*
 - C. **Abstract collections:** Summaries of journal articles
EX: *Sociological Abstracts, Dissertation Abstracts International, Physics Abstracts, Historical Abstracts*
 - D. **Research guides:** Concise sources of information and scholarly works related to many areas of study
EX: *Literary Research Guide; Guide to Reference Books; Nursing Research: Methods, Critical Appraisal, and Utilization*
 - E. **Dictionaries:** Alphabetical listings that cover a variety of words and topics from the general to the very specific
EX: *Merriam-Webster's Dictionary, The Oxford English Dictionary, The Interpreter's Dictionary of the Bible, Taber's Cyclopedic Medical Dictionary, Black's Law Dictionary*
 - F. **Encyclopedias:** Alphabetical collections containing information on a variety of subjects
EX: *The New Encyclopaedia Britannica, The Film Encyclopedia, The Visual Encyclopedia of Science*
 - G. **Biographical sources:** Information on living and deceased persons
EX: *Who's Who in America, Current Biography, Merriam-Webster's Biographical Dictionary*
 - H. **Atlases:** Collections of maps
EX: *The Times Atlas of the World; Geographica: The Complete Illustrated Atlas of the World*
3. Many publishers release both **print and electronic versions** of a work (e.g., the *MLA International Bibliography* is published in both print and electronic versions); the electronic version may be a website, a CD-ROM, or a database of information
4. Searching reference databases
 - A. **Author searches:** Enter the name of a scholar to produce a list of titles by the author
 - B. **Title searches:** Enter the title of a work to find the bibliographic information contained in the database; this can also recall titles of works based on a partial title search (e.g., "A Tale of Two")
 - C. **Subject searches:** Enter a phrase or term that describes the subject matter (e.g., "horror fiction") to produce a list of works
 - D. **Boolean searches:** Use searches based on Boolean logic with the operators "and," "or," and "not" (e.g., "A Christmas Carol NOT Charles Dickens" for all titles with that name not written by Dickens)

Plagiarism & Academic Integrity

1. What is plagiarism?
 - A. According to *Merriam-Webster's Collegiate Dictionary* (11th ed.), "plagiarism" comes from the Latin word *plagiarius* (kidnapper); to plagiarize something is to commit theft of another's ideas
 - B. In simple terms, **plagiarism** is using someone else's ideas or information without giving credit to the source or trying to pass off someone else's work as your own
2. Consequences of plagiarism
 - A. The academic penalty for plagiarism ranges from a failing grade to expulsion; in the professional world, it can mean the loss of prestige or the loss of a job
 - B. With plagiarism, there is always a loss of trust
3. Unintentional plagiarism is often caused by:
 - A. Not understanding the concept of plagiarism
 - B. Poor research and note-taking habits
 - C. Copying text from the web without using quotation marks or proper documentation
 - D. Writing research papers in a second language and copying an author's sentence structure for the sake of grammatical accuracy
4. Forms of plagiarism
 - A. Repeating or paraphrasing wording without proper documentation
 - B. Using a particularly apt phrase from an original source without documentation
 - C. Paraphrasing an argument or a line of thinking without proper documentation
5. Documentation is **not** needed when an idea is either broadly known by the readers or widely accepted by scholars (e.g., historic dates or biographical information)

Research Paper Format

1. Type and print text from a word-processing program on one side of standard 8.5 × 11-inch paper
2. Double-space text; use 12-point font size
3. Set all margins to one inch
4. Create a header and number the pages consecutively in the upper right-hand corner
 - A. The header should be one-half inch from the top and flush with the right margin
5. Include any endnotes on a separate page before the works cited page
 - A. Endnotes are used to avoid long, explanatory notes in the body of the text
 - B. The notes page should be titled "Notes" (centered, do not bold, italicize, or underline; use "Note" if there is only one note)
 - C. Notes should be double-spaced and listed by consecutive arabic numbers that correspond to the notation in the text
 - D. Place a period and a space after each endnote number
 - E. Notes should be indented five spaces; subsequent lines in a note should be flush with the left margin

Citing Sources in the Text

1. Quoting and paraphrasing are used to refer to the works of others
2. When quoting or paraphrasing, always:
 - A. Provide the author's name (or the title of the work) and the page, paragraph, or line number of the work in a **parenthetical citation**
EX: *Author quoted but not named in text:* At the school of the Bobadilla sisters, older girls were taught how to sew, knit, crochet, and read, "but they will not learn how to write, so that even if they receive a love letter, they will not be able to write one back" (Alvarez 16).
 - B. Provide full citation information for the work in your works cited list
3. All parenthetical references included in the text must match the corresponding information in your list of works cited; page references are not necessary when citing complete works or a portion of a one-page work

Mechanics of Writing

Abbreviations

- Use in the list of works cited and in tables; do **not** abbreviate within the text of a research paper, except within parentheses
- When abbreviating, keep these guidelines in mind:
 - Do **not** begin a sentence with a lowercase abbreviation
 - Common abbreviations, such as “etc.,” “e.g.,” and “i.e.,” should be used only in parentheses; in the text, write “and so forth” (etc.), “that is” (i.e.), and “for example” (e.g.)
 - Most abbreviations that end in lowercase letters are followed by a period

EX: assn., dir., div., fig., Mon., anon., aux., conf.
 - In the text, spell out the names of countries, states, counties, provinces, territories, bodies of water, and mountains
 - Use two-letter postal codes for U.S. states and Canadian provinces in references only (e.g., NC, PQ)
 - When writing initials, put a period and a single space after each letter

EX: J. S. Bach, F. Paul Wilson, C. S. Lewis, Charles L. Grant

Acronyms

- Do **not** use periods after letters and spaces between letters
- If an acronym is commonly used as a word, it does **not** require explanation (e.g., IQ, FBI, ESP)
- A term must be written out fully the first time it is used; for any subsequent references, the acronym is acceptable

EX: National Institutes of Health (NIH)
- If an acronym is not familiar to your readers, use an expanded abbreviation

EX: For MLA, write Mod. Lang. Assn.
- Write the plural form of an acronym without an apostrophe

EX: Their DVDs cost too much.

Capitalization

- Title case:** Capitalize the first word, last word, and principal words in titles and subtitles, including those that follow a hyphen in compound terms
 - Use for titles of books and articles cited in the text and in references
 - Use for major headings in your paper
- Sentence case:** Capitalize the first word, the first word after a colon, and any proper nouns in a heading or title
 - Use for titles of most non-English works
 - Use for lower-paragraph subheadings
- Do **not** capitalize the following, unless they begin a title or follow a colon:
 - Articles:** a, an, the
 - Prepositions:** against, between, in, of, to
 - Conjunctions:** and, but, for, nor, or, so, yet
 - Infinitive:** to

Numbers

- Numbers that cannot be written out in one or two words should be written in arabic numerals

EX: one, five, twenty-one, one hundred, eighteen hundred, 625, 1976
- In the case of the recurrent use of numeric, statistical, or scientific data, use numerals for those numbers but write out other numbers in the text, if possible, in one or two words
- Hyphenate compound numbers from twenty-one to ninety-nine, compounds with a number as the first element (e.g., two-way street), and the written form of fractions
- Do **not** begin a sentence with a numeral

EX: *Good:* Seventeen seventy-six is an important date in American history; *Better:* An important date in American history is 1776.
- Do **not** mix numerals with written numbers when they refer to similar things

EX: Only 10 of the 125 cats were Siamese. (*not ten of the 125 cats*)

Punctuation

Correct use of punctuation groups words into coherent phrases and clarifies sentences and sentence structure

- Commas** are used to create continuity
 - When joining independent clauses in a sentence (use before the conjunction)

EX: One party introduces a bill, and then the other party tells them why they are wrong.
 - Between adjectives that modify the same noun

EX: Lionel Fenn is a brilliant, underrated writer.

- When setting off a brief parenthetical comment or an aside (use a dash or parentheses to set off longer comments)

EX: The play was, I'm sorry to say, as bad as the critics said it would be.
 - When setting off alternative or contrasting phrases

EX: In this murder mystery it was the mother-in-law's third cousin, not the butler, who did it.
 - When setting off nonrestrictive clauses beginning with “who,” “whom,” “whose,” “which,” or “that”

EX: Kathryn, who works as a rodeo clown, is also a prima ballerina.
- A **semicolon** acts as a link
 - Between independent clauses if they are not linked by a conjunction

EX: The manuscript is flawed beyond belief; still, Jack thinks he can rewrite it before the deadline.
 - Between items in a series when the items contain commas

EX: Seated around the table were Uncle Frank, the henpecked husband; Aunt Matilda, the know-it-all; Cousin Pete, the bore; and me, the only normal one at the family reunion.
 - A **colon** has many uses
 - Before the second part of a sentence to elaborate on the first part

EX: Even after practicing for months, Steve only placed third at the swim meet: during the race, he couldn't see because his goggles kept filling up with water.
 - To introduce a list

EX: There were three unusual books on the reading list: *Infinite*, *Long Night of the Moon*, and *Kachina*.
 - To introduce a rule or principle; in this case, use a capital letter after the colon

EX: Author Thomas F. Monteleone has one hard, fast rule for success: A writer writes.
 - To introduce a quotation that is independent of the sentence itself

EX: In Robert Morgan's book, *The Truest Pleasure*, Ginny is bewildered when she sees a meteor streak through the sky for the first time: “Lord help us. Is this the Rapture?”
 - An **apostrophe** is used to show possession or create a contraction

NOTE: Contractions (e.g., *can't*, *aren't*, *wouldn't*, *didn't*) are seldom used in academic writing

 - Add an apostrophe and an *s* to form the possessive form of a singular noun

EX: the guitar's strings, the president's commission, the town's charter
 - Add an apostrophe after the *s* to form the possessive of a plural noun

EX: the teachers' books, the visitors' passes, the consultants' ideas, the scouts' campfires
 - In the case of singular nouns in a series, use a single apostrophe and an *s*

EX: Billy, Tommy, and Linda's dog; Smith and Southworth's book
 - Add an apostrophe to form the possessive of a plural proper noun

EX: the Kennedys' complex, the Vanderbilts' enterprises, the Grants' library cards
 - Do **not** use an apostrophe to form the plural form of an abbreviation or a number

EX: DVDs, 1700s, VCRs, MP3s, CDs, MDs, 7s
 - Dashes and parentheses** are used to show a sharp break in sentence continuity
 - Use to set apart an element that would otherwise interrupt the sentence or train of thought

EX: David picked up the bat—his father made it for him the week before—and headed toward home plate. *OR* David picked up the bat (his father made it for him the week before) and headed toward home plate.
 - Use to set apart ideas that could be misunderstood if set apart with commas

EX: Batman's very costume—cowl, cape, pointed ears, and bat-like wings—is designed to terrorize criminals. *OR* Batman's very costume (cowl, cape, pointed ears, and bat-like wings) is designed to terrorize criminals.
 - A dash can also be used to introduce a list or to elaborate on what was just said (*see Colon*)
 - Periods, question marks, and exclamation points** are end punctuation marks
 - Periods are used to end declarative sentences
 - Do **not** use exclamation points, except in the case of a direct quote
 - Question marks end interrogative sentences; the question mark goes *inside* quotation marks if the quoted passage is a question

EX: The character asked his lawyer, “Aren't you even going to prepare a brief?”
 - Place the question mark *outside* quotation marks if the quotation is part of an overall question

EX: When did Wordsworth write the “poem to Coleridge”?

Works Cited List

1. The works cited list appears at the end of the paper
2. Begin the list on a new page and double-space it
3. Title the page "Works Cited" (centered, an inch from the top of the page; do not bold, italicize, or underline)
4. Each entry should be flush left, and if subsequent lines are needed for an entry, they should be indented one-half inch (five spaces)
5. Author names are written with last name first, then first name, then middle initial
6. Previously, print was considered the default medium; however, that is no longer the case; the new standard is to list the medium of publication (e.g., "Print," "Web," or "Film") for each entry

Alphabetization

1. List items alphabetically by the author's last name or, for edited collections, by the editor's name
2. If the author's name is unknown, alphabetize by title (ignoring any initial "A," "An," or "The")
3. If two or more entries by multiple authors begin with the same name, alphabetize by the last names of the second authors listed
4. For more than one work by a single author, list the entries alphabetically by title and use three hyphens (---) in place of the author's name in the second and subsequent entries

Books

1. For **printed books with one author**, use this format: Author's last name, author's first name. *Book title*. Place of publication: Publisher, Year. Print medium.
Middlekauff, Robert. *The Glorious Cause: The American Revolution, 1763–1789*. Rev. exp. ed. Oxford: Oxford UP, 2007. Print.
2. **Book by multiple authors or editors**
Bernecker, Sven, and Fred Dretske, eds. *Knowledge: Readings in Contemporary Epistemology*. Oxford: Oxford UP, 2000. Print.
3. **Anthology or compilation**
Williford, Lex, and Michael Martone, eds. *The Scribner Anthology of Contemporary Short Fiction*. New York: Simon & Schuster, 2007. Print.
4. **Work within an anthology or collection**
Ueunten, Wesley Iwao. "Rising Up from a Sea of Discontent: The 1970 Koza Uprising in U.S.-Occupied Okinawa." *Militarized Currents: Toward a Decolonized Future in Asia and the Pacific*. Ed. Setsu Shigematsu and Keith L. Camacho. Minneapolis: U of Minnesota P, 2010. 91–124. Print.

Periodicals

1. For **printed periodicals**, such as scholarly journals, use the following components:
 - A. Author's name
 - B. Title of the article in quotation marks
 - C. Name of the periodical (italicized)
 - D. Series number or name (if relevant)
 - E. Volume number (for a scholarly journal)
 - F. Issue number (if available, for a scholarly journal)
 - G. Date of publication (for a scholarly journal, the year; for other periodicals, the day, month, and year, as available)
 - H. Inclusive page numbers
 - I. Medium of publication consulted (i.e., "Print")
 - J. Supplementary information
2. **Article in a scholarly journal**
Connell, R. W., and James W. Messerschmidt. "Hegemonic Masculinity: Rethinking the Concept." *Gender and Society* 19.6 (2005): 829–59. Print.
3. **Newspaper article**
Savage, David G. "Redistricting Push Puts a Lot on Line." *Sun-Sentinel* [Fort Lauderdale] 14 Aug. 2011: 3A. Print.

Internet & Electronic Sources

1. **Unique challenges:** Internet sources usually have no page or paragraph numbers and often no author listed
2. Include a URL only when the reader would have difficulty otherwise locating the source (or when your instructor requires it)
Smith, Martha Nell et al., eds. *Dickinson Electronic Archives*. University of Maryland, 1994. Web. 15 Feb. 2011. <<http://www.emilydickinson.org/index.html>>.
3. If a work is published in more than one medium, use the format for the medium you consulted; in the place for the medium of publication, list all the media you consulted alphabetically
4. When line length forces you to break a web address, break it only after the double slashes or a single slash; do **not** insert a hyphen at the break
5. For **sources that appear only on the web**, include the following in the citation:
 - A. Name of the author, editor, translator, etc., of the work
 - B. Title of the work (italicized if the work is independent; in roman type and quotation marks if the work is part of a larger work)
 - C. Title of the overall website (italicized), if different from item B
 - D. Version or edition used
 - E. Publisher or sponsor of the site; or use *n.p.* if nothing is available
 - F. Date of publication (day, month, and year, as available) or *n.d.* if nothing is available
 - G. Medium of publication (i.e., "Web")
 - H. Date of access (day, month, and year)
Joyce, Paul. "German Verb Tenses." *Paul Joyce German Course*. U of Portsmouth, May 2010. Web. 20 July 2011.
6. **Article in online database**
 - A. Cite as you would a print article but include title of database (italicized), medium of publication consulted (i.e., "Web"), and date of access (day, month, and year)
Daft, Richard L., and Arie Y. Lewin. "Where Are the Theories for the 'New' Organizational Forms? An Editorial Essay." *Organization Science* 4.4 (1993): i–vi. *JSTOR*. Web. 5 Oct. 2011.
7. **Article in scholarly journal on the web**
 - A. Cite as you would a print article but include medium of publication consulted (i.e., "Web") and date of access (day, month, and year)
 - B. If page numbers are not available, use *n. pag.* in place of the range
O'Carroll, John, and Chris Fleming. "The Dying of the Epic." *Anthropoetics* 16.2 (2011): n. pag. Web. 10 Aug. 2011.



Other Sources

1. **Personal interview**
Smith, Stephen. Personal interview. 5 Nov. 2002.
2. **Print interview**
Dreifus, Claudia. "A Conversation with Ellen Bialystok." *New York Times* 31 May 2011, New York ed.: D2. Print.
3. **Oral presentation**
Alkalimat, Abdul. "eBlack: Revolution in the Revolution." Digital Diasporas Conference. University of Maryland, College Park, MD. 2 May 2008. Keynote address.
4. **Film or movie**
Mean Streets. Dir. Martin Scorsese. Perf. Robert DeNiro and Harvey Keitel. Warner Bros., 1973. Film.
5. **Sound recording**
Foo Fighters. *In Your Honor*. RCA, 2005. CD.

Price U.S. \$5.95

Author: Thomas Smith

Customer Hotline # 1.800.230.9522

free downloads &
hundreds of titles at
quickstudy.com

NOTE TO STUDENT: This guide is intended to be an annotated outline/review of key rules within the APA and MLA guidelines and is intended for informational purposes only. Due to its condensed format, this guide cannot cover every aspect of the APA and MLA guidelines to which it refers. BarCharts, Inc., its writers, editors, and design staff are not responsible or liable for the use or misuse of the information contained in this guide.

All rights reserved. No part of this publication may be reproduced or transmitted in any form, or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without written permission from the publisher.
MADE IN THE USA © 2003–2011 BarCharts, Inc. 1211



ISBN-13: 978-142321758-9
ISBN-10: 142321758-6

