


# CITING PRINT RESOURCES



	<b>MLA</b>	<b>APA</b>
<i>Where Typically Used</i>	<i>English &amp; some Humanities</i>	<i>Psychology &amp; some Social Sciences</i>
<b>Page Set-up</b>		
• Page margins	1" everywhere	1" everywhere
• Spacing	Double space; indent ¶ 5 spaces ( or ½ ")	Double space; indent ¶ 5 spaces ( or ½ ")
• Headers	<b>Your last name &amp; page number</b> ; on all pages; ½ in. from top of page	<b>Short title &amp; page number</b> with 5 spaces between; on all pages; ½ in. from top
• Title page	No title page; indent left: your name, instructor's name, course title, date; center the title; follow with text	Title page is centered horizontally. Includes: header, title, your name, course title, instructor's name, & date.
• Abstract page	None	Abstract on own page. No ¶ indent.
<b>In-text Citations</b>	<b>Author-page system</b>	<b>Author-year system</b>
• Example	(Jones 31)	(Jones, 1999) or (Jones, 1999, pp. 5-7)
• Page numbers	Include page numbers unless you are referring to an entire work. Do not use p. or pp. or comma.	The inclusion of page numbers for direct quotations or paraphrasing is encouraged but not required. Use <b>p.</b> or <b>pp.</b>
<b>End-of-text Citation List</b>	<b>Works Cited</b>	<b>References</b>
• Title of page	Hanging indent ½"	Hanging indent ½"
• Format	Double	Double
• Spacing	Alphabetical by author; by title if no author	Alphabetical by author; by title if no author
• How to list	Each item in Works Cited must have a corresponding In-text Citation & vice versa	Each item in References must have a corresponding In-text Citation and vice versa
• Double Check		
<b>Entries in Citation List</b>		
• Author	Last name, first name spelled out	Last name, initials only for first name
• Multiple authors	<b>Simon, Amy, and Jay P. Jones</b>	<b>Simon, A., &amp; Jones, J. P.</b>
• Publication year	At end of citation -- after publisher	Near beginning of citation -- after author
• Capitalization	Capitalize all significant words in titles	Capitalize only 1st word in titles of books & articles, but capitalize all important words in titles of periodicals
• Titles of books, magazines, journals, films	Underline. (Some profs. allow italics.) Don't underline punctuation that follows.	Italicize. Italicize punctuation and the first number that follows, e.g., volume number.
• Titles of articles	Put quotation marks around	No quotation marks; no underline
<b>Examples</b>		
• Print Book	Gilligan, Carol. <u>In a Different Voice: Psychological Theory and Women's Development</u> . Cambridge: Harvard UP, 1993. Print.	Gilligan, C. (1993). <i>In a different voice: Psychological theory and women's development</i> . Cambridge, MA: Harvard University Press.
• Print Journal Article (If page numbers continue from issue to issue throughout the yearly volume)	Wight, Richard G., Allen J. LeBlanc, and Carol S. Aneshensel. "AIDS Caregiving and Health Among Midlife and Older Women." <u>Health Psychology</u> 17 (1998): 172-181. Print.	Wight, R. G., LeBlanc, A. J., & Aneshensel, C. S. (1998). AIDS caregiving and health among midlife and older women. <i>Health Psychology</i> , 17, 172-181.
• Print Journal Article (if each issue starts at pg. 1)	Hill, Marcia. "Concerning Failure." <u>Women &amp; Therapy</u> 21.3 (1998): 1-3. Print.	Hill, M. (1998). Concerning failure. <i>Women &amp; Therapy</i> , 21(3), 1-3.
• Magazine Article	Saeli, Jeff. "Celebrity." <u>Psychology Today</u> Sept.-Oct. 2004:4. Print.	Saeli, J. (2004, September – October). <i>Celebrity</i> . <i>Psychology Today</i> , 37, 4.
• Newspaper Article	Pace, Tim. "The Scare Factor." <u>New York Times</u> 28 Oct. 2002, late ed.: C6. Print.	Pace, T. (2002, October 28). The scare factor. <i>The New York Times</i> , p. C6.
• Anonymous Article	"Verbatim." <u>Time</u> 1 Nov. 2004:19. Print.	Verbatim. (2004, November 1), <i>Time</i> , 164, 19.

NOTE: MLA guidelines are based on *The Little, Brown Compact Handbook 7<sup>th</sup> ed.* (2010), and APA guidelines are based on *The Publication Manual of the American Psychological Association 6<sup>th</sup> ed.* (2010)



## CITING ELECTRONIC RESOURCES

<b>FIRST STEPS</b>	<ol style="list-style-type: none"> <li>1. Start your citation the same way you would a print citation using either MLA or APA format (see the other side).</li> <li>2. Determine whether your source comes from either:             <ol style="list-style-type: none"> <li>a. a research database (an online service the library subscribes to)</li> <li>b. a public Web site (available free of charge).</li> </ol> </li> </ol>
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### Research Database

	MLA	APA
<b>DETERMINE</b>	<ul style="list-style-type: none"> <li>o Name of database</li> <li>o Name of database service</li> </ul>	<ul style="list-style-type: none"> <li>o The article DOI, if there is one (see Electronic Citation FAQs below for an explanation of DOIs)</li> <li>o The URL of the article (see next box below)</li> </ul>
<b>ADD TO CITATION</b>	<ol style="list-style-type: none"> <li>1. Name of specific research database underlined (or italicized)</li> <li>2. The medium (Web)</li> <li>3. Date you accessed the source</li> <li>4. MLA no longer recommends including URLs in works-cited entries; however, you should include URLs when readers may not be able to locate a source without the URL <i>OR</i> if your instructor requires one.</li> </ol>	<p>The DOI; <i>however, if no DOI is available--</i></p> <ol style="list-style-type: none"> <li>1. The words <i>Retrieved from</i> + URL if the article can be found online (<i>NOT the URL provided by a database!</i>)</li> <li>2. If the journal is only available by subscription, use the words <i>Retrieved from</i> + the home page URL of the journal</li> <li>3. In general, it is <i>NOT</i> necessary to include database information <i>unless</i> the document is not easily located through its primary publishing channels <i>OR</i> if your instructor requires it</li> </ol> <p><i>** The retrieval date is no longer required</i></p>
<b>EXAMPLE</b>	Luyster, Rhiannon, and Catherine Lord. "Word Learning in Children with Autism Spectrum Disorders." <i>Developmental Psychology</i> 45.6 (2009): 1774-1786. ERIC. EBSCO. Web. 13 Jan. 2010.	Luyster, R., & Lord, C. (2009). Word learning in children with autism spectrum disorders. <i>Developmental Psychology</i> , 45(6), 1774-1786. doi:10.1037/a0016223

### Public Web Site

	MLA	APA
<b>DETERMINE</b>	<ul style="list-style-type: none"> <li>o Author or other person responsible for the source</li> <li>o Title of the cited work</li> <li>o Title of the Web site</li> <li>o Publisher or sponsor of website</li> <li>o Date of electronic publication, latest revision, or posting (if no date available, use <b>n.d.</b>)</li> <li>o Medium of publication: <b>Web</b></li> <li>o Date of your access</li> </ul>	<ul style="list-style-type: none"> <li>o The author of the source</li> <li>o Date of electronic publication, latest revision, or posting (if no date available, use <b>n.d.</b>)</li> <li>o Title of the cited work (if no title is available provide a subject line, or "thread," but do not italicize it)</li> <li>o Provide a description in brackets if necessary: [Audio podcast], [Web log post], [Video file], [Demographic map], etc.</li> <li>o The words <i>Retrieved from</i> + URL</li> </ul> <p><i>**Refer to the APA's Publication Manual for specific examples</i></p>
<b>EXAMPLE</b>	Jenkins, Henry. "Reality Bytes: Eight Myths about Video Games Debunked." <i>PBS: Video Game Revolution</i> . KCTS Television, n.d. Web. 14 Jan. 2010.	Jenkins, H. (n.d.). <i>Reality bytes: Eight myths about video games debunked</i> . Retrieved from <a href="http://www.pbs.org/kcts/videogamerevolution/impact/myths.html">http://www.pbs.org/kcts/videogamerevolution/impact/myths.html</a>

# CITATIONS OF ELECTRONIC SOURCES

## More Examples

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### MLA

#### ***Expanded Academic ASAP / Gale***

Levermore, Monique A., and Gina L. Salisbury. "The Relationship Between Virtual & Actual Aggression: Youth Exposure to Violent Media." *The Forensic Examiner* 18.2 (2009): 32-42. *Expanded Academic ASAP*. Web. 14 Jan. 2010.

#### ***Academic Search Premier / EBSCO***

Young, Kimberly. "Understanding Online Gaming Addiction and Treatment Issues for Adolescents." *American Journal of Family Therapy* 37.5 (2009): 355-372. *Academic Search Premier*. EBSCO. Web. 14 Jan. 2010.

#### ***Website***

Morrison, Toni. "Nobel Lecture." *Gifts of Speech: Women's Speeches from Around the World*. Web. 14 Jan. 2010.

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### APA

***APA does not give specific guidance for every type of reference so choose an example that is most like your source and follow that format. It is always better to provide more information rather than less.***

#### ***Article with DOI assigned:***

Young, K. (2009). Understanding online gaming addiction and treatment issues for adolescents. *American Journal of Family Therapy*, 37(5), 355-372. doi:10.1080/01926180902942191

#### ***Database Article without DOI***

***(Find the unique URL for the article if it is freely available online, or the home page URL of the journal if it is not freely available.)***

Besse, W., & Harrell, J. (2009). Learning from the H1N1 experience. *Professional Safety*, 54(11), 36-37. Retrieved from <http://www.asse.org/professionalsafety/>

#### ***Website***

Morrison, T. (1993, December). Nobel lecture. In *Gifts of speech: Women's speeches from around the world*. Retrieved from <http://gos.sbc.edu/m/morrisont.html>

#### ***Podcast***

Chadwick, A. (Host). (2006, December 22). Komodo dragon heralded for virgin birth. In *Day to day* [Audio podcast]. Retrieved from <http://www.npr.org/templates/story/story.php?storyId=6664688>

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## Electronic Citation FAQs

### What is a DOI?

A DOI (Digital Object Identifier) is a unique number that is given to an online article that can be used instead of a URL to locate the article on the Web. Unlike a URL, which might change as a website is restructured or updated, a DOI should provide a persistent link to online content. The APA now recommends that you use the DOI instead of a URL whenever possible.

### If I have a DOI, do I need to say which databases I got an article from?

**MLA:** Yes. At this time MLA style does not use DOIs.

**APA:** No. If an article has a DOI, use that instead of the retrieval date, URL, and database information.

### Do you need to cite something as an electronic resource if you read the article in print or microfilm, but used the computer to get the citation?

**MLA & APA:** No! Just cite your source as a print resource.

### Do you need to cite something as an electronic resource if you used a printout or if the article exists in print but you used an online version?

**MLA & APA:** Yes! Unfortunately.

### Since electronic sources usually don't have page numbers, how do you indicate page numbers in in-text citations?

**MLA:** If the document comes in pdf format (Adobe), you can use those page numbers.

Don't use the page numbers on printouts. If the Web site numbers paragraphs, use these, abbreviating paragraph as *pars.* for in-text citations. Otherwise, don't indicate page numbers.

**APA:** If the document comes in pdf format (Adobe), you can use those page numbers.

Don't use the page numbers on printouts. If no page or paragraph numbers are given on the Web page itself, they can be omitted from the in-text citations. If paragraphs are given, use the abbreviation *para* in in-text citations (2000, para. 7).

### In the bibliography or in the in-text citations, what do you do if a Website has no publication date listed?

**MLA:** In the citations on the Works Cited page, use *n.d.* which stands for *no date*. In the in-text citation, do not include a date.

**APA:** If no date is given, use *n.d.*, which stands for *no date* in both the in-text citations and on the References page. Also include the date you accessed the Web page in the References list.

### In the bibliography should you cite a specific Web page? Or the entire Website it comes from?

**MLA & APA:** If you are citing a (free) Website, cite the specific Web page that has the information. The reader should be able to locate the information you are citing by going to the URL you provide.

**APA:** If you are citing an article from a Hatch Research Database, use the DOI if it is available; otherwise, find and use the URL for the home page of the journal.

### Should you type active hyperlinks for the URLs on your bibliography page?

**MLA:** Don't use hyperlinks unless you are posting your paper on the Web. If you are using Microsoft Word, you may need to turn auto-formatting off to prevent URLs from being turned into hyperlinks automatically.

**APA:** APA style guides do not show URLs as hyperlinks. If you are using Microsoft Word, you may need to turn auto-formatting off to prevent URLs from being turned into hyperlinks automatically.

### Where can you create a line break in a URL?

**MLA:** Only break a URL after a backslash, and do not hyphenate it.

**APA:** Do not hyphenate a URL, and create a line break *before* most punctuation. One exception is that you would break after punctuation for `http://`

### What Web sites have more information on citing electronic formats?

**MLA:** Frequently asked questions about the MLA Handbook (official site): [http://www.mla.org/handbook\\_faq](http://www.mla.org/handbook_faq)

**APA:** Frequently asked questions about APA Style (official site): <http://www.apastyle.org/learn/faqs/index.aspx>

### Why do different style guides say different things about MLA and APA?

Citation formats for electronic resources continue to develop as new information sources are created or change. The official MLA & APA guidelines do not yet address the full range of sources researchers may encounter, and style guides offer various suggestions.

**It's a good idea to check for sample citations when viewing your articles, as many databases now provide them. Make sure the format you select matches the style you are using AND that you edit the computer-generated citations as errors are common.**